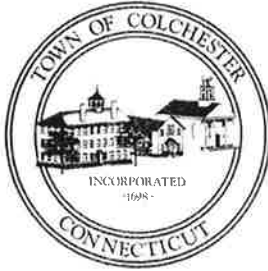


TOWN OF COLCHESTER

Planning Director Planning & Zoning Department

The Town of Colchester seeks applications from qualified individuals for the position of Town Planner. This position is responsible for the development and administration of a major department of the town including wetlands, zoning, and building. This position requires considerable knowledge of the principles and practices of land use, planning, zoning enforcement, grants administration, economic development, agriculture, historic resources, GIS administration, open space conservation, agriculture and the building office. Attendance at night meetings required. Position requires a Master's Degree in Urban Planning or closely related field. Five years' experience in municipal planning, including administrative and supervisory expertise preferred. Certification as Planner by the AICP is preferred. Excellent communication skills and ability to work effectively with public officials, other agencies, and the public essential. Salary commensurate with experience. All applicants must submit a completed Town of Colchester Employment application (available at www.colchesterct.gov), cover letter and resume to, First Selectman, Attn: Tricia Dean, 127 Norwich Ave, Suite 201, Colchester, CT 06415. Deadline for applications is 6/19/2019. EOE/AA



**Town of Colchester
Job Description**

**Planning and Zoning Department
Planning Director**

GENERAL STATEMENT OF DUTIES

Coordinate and manage all facets of the Planning & Zoning Department in the functional areas of municipal planning, zoning and conservation including site plan and subdivision review, public improvements, economic development and the updating and/or implementation of the Town Plan of Conservation and Development.

SUPERVISION RECEIVED

Receives general supervision from the First Selectman and works coordinately with the chairman of land use boards and commissions.

SUPERVISION EXERCISED

Plan, supervise and coordinate the work of the Planning & Zoning Department. Assign work to staff in functional areas of Building Inspection, Zoning and Wetlands Enforcement.

ESSENTIAL DUTIES

1. Work closely with other departments in developing near-term and long range development plans.
2. Coordinate program assignments with regional, state and deferral planning agencies.
3. Compile and analyze data on economic, social and physical factors affecting development.
4. Coordinate the review and commentary on preliminary and final subdivision and site plans, special permit applications and zone change applications for commercial, recreational, office, industrial and residential development proposals.
5. Review economic base and employment data, demographic, housing and income data for economic development.
6. Prepare initiatives in seeking out intergovernmental assistance in addressing economic needs of the Town.
7. Provide assistance to Zoning and Planning Commission, Conservation Commission, Historic District Commission and other boards and commissions.
8. Plan agenda items and coordinate meeting records and material as needed.
9. Analyze and make recommendations concerning land use regulations.
10. Confer with attorneys, developers and general public on planning and development matters.
11. Prepare and make budget recommendations for department.
12. Prepare statistical and narrative reports of some complexity for First Selectman, Board of Selectman and other boards and commissions as requested.

13. Report work accomplished to the First Selectman and to the various land use boards and commissions.
14. Prepare environmental impact statements and descriptive reports.
15. Maintains inventories, maps and related information on wetlands, open space and areas of ecological, biological, geological and hydrological significance.
16. Make site inspections for proposed subdivisions and other developments.
17. Participate in professional planning organizations to remain current on technological and legal change.
18. Conducts special projects such as rewriting Town zoning regulations.
19. Responsible for compilation of long range Capital Improvement Plan.

KNOWLEDGE'S, ABILITIES AND SKILLS:

1. Thorough knowledge of the principles and procedures of municipal planning including its physical, social and economic aspects.
2. Knowledge of research techniques involved in community planning, including problem definition, data collection and analysis.
3. Ability to analyze complex data and develop alternative solutions to planning problems.
4. Ability to manage a team of interdisciplinary professionals.
5. Ability to effectively communicate orally and in writing.
6. Ability to deal effectively with other staff, government officials and the general public.
7. Ability to perform the essential functions of the job with or without reasonable accommodations.
8. Must possess strong inter-personal, organization, negotiation and presentation skills.
9. Must be familiar with Geographic Information Systems.

EXPERIENCE AND TRAINING:

1. Masters or Bachelor's Degree in city, urban or regional planning. Candidates with a Bachelor's Degree in city, urban or regional planning would be considered with additional years of experience.
2. Five years' experience in land use planning, including administrative and supervisory expertise preferred.
3. Certification as a Planner by the American Institute of Certified Planners is preferred.
4. Connecticut motor vehicle operator's license.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.
Full-time; non-union; salary; exempt*