



## **SHARED MUNICIPAL PLANNER**

### **Position Description**

Under general direction and supervision, this position involves evaluation and coordination responsibilities for multiple NVCOG member municipalities in the planning and implementation of programs concerning land use development and growth, as well as assisting in the development of short and long term community initiatives to manage the economic expansion of the municipalities.

### **Management and Supervision**

This position reports to the Senior Regional Planner or Director of Planning.

### **Essential Duties and Responsibilities**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provides administrative and technical staff assistance to the participating municipalities' Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands Commission, Economic Development Commission, Water Pollution Control Authority, Emergency Services, Board of Selectman, Board of Finance, and others at the direction of the First Selectman.

Reviews all plans for subdivision, special permit, and site plan approval applications, including preliminary development plans, and prepares opinions and recommendations for review to land use boards of participating municipalities regarding compliance with the municipality's applicable regulations.

Prepares resolutions of approval/denial based on information from the Chairman, Commission and staff of land use boards of participating municipalities.

Administers the flood damage prevention ordinance along with the Building Inspector.

Reviews and updates zoning regulations, subdivision regulations and Inland Wetland regulations as required.

Prepares legal notices for Planning and Zoning Commission, Zoning Board of Appeals and Inland Wetlands Commission.

Reviews, processes, and prepares opinions and recommendations for Board review regarding all applications to the Zoning Board of Appeals.

Assists the Zoning Enforcement Officer in the interpretation of the zoning regulations.

Assists the Wetlands Agent in the interpretation of administration of the Wetlands and Watercourses regulation.

Responds to questions from the general public on all land use issues.

Attends the monthly meetings of the Planning and Zoning Commission and Zoning Board of Appeals.

Participates in regional and statewide planning initiatives.

Reviews and provides comments on applications for conformance with the municipalities' Plans of Conservation and Development.

Reviews regulations periodically for updates

Works with other departments and staff on more complex applications.

### **Supervision Received**

As an NVCOG employee, will be subject to NVCOG's personnel policies and work under direct supervision of the NVCOG Director of Planning. As a shared planner for participating municipalities, works under general direction and supervision of the Chief Elected Officials and/or their designated representative of participating municipalities.

### **Supervision Exercised**

May supervise others assigned to assist in work for which responsibility has been delegated.

### **Knowledge and Abilities**

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- Knowledge of zoning laws, principles of land use, architectural design, construction codes and landscaping.
- Knowledge of water, sewage and energy systems and requirements and environmental protections.
- Knowledge of CT land use statutes, case law, interpretations, and federal case law and/or regulations affecting land use law and procedure.
- Ability to analyze and respond quickly to questions by municipal officials, developers, and the public.
- Ability to read and comprehend technical texts, engineering and architectural plans.
- Extensive experience with land records research.
- Expertise in site plan and map review.
- Proficiency in using the Office Suite of programs (Word, Excel, and PowerPoint) is a must.
- Ability to establish and maintain effective working relationships.
- Excellent public speaking and written communication skills.

- Significant experience with grant writing, federal and state grant administration, and project management.
- Ability to interpret complex regulatory and statutory language and writing.
- Some evening work is required of this position.

### **Education and Experience**

Master's degree from an accredited college or university with a major in urban, regional, or environmental planning, public administration, engineering, or a closely related field. A Bachelor's degree maybe substituted with additional years of work experience in the required or related fields. Certification by the American Institute of Certified Planners (AICP) and the Connecticut Association of Zoning Enforcement Officials (CAZEO), or the qualifications to obtain certifications, is preferred. A minimum of three (3) years' experience in municipal land use, planning and zoning, land use law and policy or other related experience of which at least one year was in municipal planning.

### **Licenses and Certifications**

May need a valid driver's license or the ability to obtain.

### **Physical Demands and Working Environment**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to drive to various meeting sites; vision to read printed material and a computer screen; hearing and speech to communicate in person, before groups and over the phone; and strength to lift and carry up to thirty pounds.

Work is performed in a standard office environment with some travel.

May be required to attend evening and weekend meetings.

### **Compensation and Benefits**

The NVCOG has authorized a salary range of \$40-50,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan, including vision and dental, and a retirement plan.

**To Apply:** Please submit a cover letter, resume, references and representative examples of your relevant work and writing to Mark C. Nielsen, Director of Planning, NVCOG at: [jobs@nvcogct.org](mailto:jobs@nvcogct.org). The NVCOG is an equal opportunity employer.

The NVCOG reserves the right to accept in lieu of specific qualifications any combination of training and work experience that in its opinion demonstrates the experience, knowledge and ability to perform the duties.

Applications will be kept in confidence until interviews are completed. Reference and additional supporting documents may be requested from the applicant if the NVCOG decides to advance their application.

Applications will be considered on a rolling basis and positions will remain open until filled. Applications will begin to be reviewed on September 4, 2018.