

## **DIRECTOR OF PLANNING AND DEVELOPMENT**

### **Position Purpose:**

Plans, organizes and performs planning services in the functional areas of land use, zoning, community development, economic development, housing, population trends, community potable water and waste water needs, transportation, and related municipal planning areas; performs supervisory function of Planning and Development Department; and, coordinates land use management and development review. The Director of Planning and Development is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Planning and Development Department. Performs a wide variety of special professional, financial, administrative responsibilities requiring an extensive knowledge of land use, planning and economic development.

*Supervision Received:* Receives general supervision from the Town Manager. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* Performs supervisory function of Planning and Development Department.

### **Job Environment:**

Work is performed in an open and moderately noisy office that may be subject to airborne particles and temperature fluctuations; workload demands are high and continuously busy, and is subject to recurring interruptions; may require that work be performed beyond the normal work day and attendance at evening meetings.

Requires the operation of telephones, computers, copiers, facsimile machines, and other contemporary standard office equipment; the information managed and processed is general and technical in nature, requires attention to detail and may involve arithmetic calculations.

Initiates and has frequent contact with the public, municipal officials, staff; and, periodic contact with state agencies, the vendors and technical consultants. Communication is frequently in person, by telephone, correspondence and standard reports. All communication must be conducted in a courteous, efficient and effective manner. Some communications are confidential.

Most of the information processed or handled is considered subject to the public right to know; however, all information needs to be treated discretely.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans, supervises and coordinates the work and employees within the Planning and Development Department.
- Staff liaison to the Planning and Zoning Commission – responsible for coordinating all agendas and business to come before the PZC.
- Review and update the Town's Plan of Conservation and Development and zoning, subdivision and wetland regulations.
- Plans work according to standard procedures.
- Assigns work to Department employees in the functional areas of Building Inspection, Zoning Enforcement, Wetland Enforcement and Conservation as well as clerical staff.
- Works closely with other departments in developing near term and long range development plans.
- Coordinates program assignments with regional, state and federal planning agencies.
- Compiles and analyzes data on economic, social and physical factors affecting development.
- Coordinates the review and commentary on preliminary and final subdivision and site plans, special permit applications, and zone changes for commercial, recreational, office, industrial and residential development proposals in part by coordinating development staff review meetings.
- Reviews economic base and employment data, demographic, housing, and income data for economic development.
- Prepares initiatives in seeking out intergovernment assistance in addressing economic needs of the town.
- Provides assistance to town boards and commissions. Plans agenda items and coordinates meeting records and material as needed.
- Analyzes and makes recommendations concerning land use regulations and implementation of the Plan of Conservation and Development.
- Confers with attorneys, builders, and members of the public on planning and development matters.
- Prepares and makes budget recommendations for the department.
- Prepares statistical and narrative reports of some complexity for the Town Manager, and the Board of Selectmen and Boards and Commissions as requested.
- Administration of public improvement projects as assigned.
- Reports work accomplished to the Town Manager.
- Coordinates the work of the Town Engineering Consultant in his role of providing technical reviews of subdivision and site plan and wetland applications, meeting with other Town staff and coordinating work flow on special projects requiring engineering expertise.
- Coordinates with Regional Health District as it affects review and recommendations on land use regulations.
- Researches, obtains and administers appropriate grants.

### Other Functions:

- Prepares environmental impact statements and descriptive reports.
- Maintains inventories, maps and related information of wetlands, open space, and areas of ecological, biological, geological and hydrological significance.
- Makes site inspections for proposed subdivisions and developments and coordinates same with Wetland Agent and Town Engineering Consultant.
- Participates in professional planning organizations to remain current on technological and legal changes.
- Performs similar or related work as required or as the situation dictates.

### Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information and periodically move from his/her desk and computer display to other parts of the office and building to talk or listen; is required to attend meetings at other Town facilities and off site; frequently required to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

### Minimum Required Qualifications:

#### Education Training and Experience:

The skills and knowledge required would generally be acquired with a Master's Degree in Urban/City Planning or a closely related field, and eight years of planning experience, including at least two years supervisory experience.

#### Special Requirements:

Must possess and maintain a valid Connecticut Motor Vehicle Operator's License. Certification as a Planner by the American Institute of Certified Planners required or must achieve within one year.

#### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of computer operations including Microsoft Office, internet research. Thorough knowledge of the principles and procedures of municipal planning including its physical, social and economic aspects. Knowledge of research techniques involved in community planning, including problem definition, data collection and analysis.

*Ability:* Ability to analyze complex data and develop alternative solutions to planning problems. Ability to manage a team of interdisciplinary professionals. Ability to effectively communicate orally and in writing. Ability to deal effectively with other staff, government officials and the general public.

*Skill:* Basic GIS skills.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*