

TOWN OF PLAINVILLE

POSITION DESCRIPTION

DATE: August 1, 2016

POSITION: **ASSISTANT PLANNER/LAND USE ADMINISTRATOR**

REPORTS TO: DIRECTOR OF PLANNING and ECONOMIC DEVELOPMENT

GOVERNING ORGANIZATION: TOWN MANAGER

POSITION SUMMARY:

Responsible to administer the town land use programs including zoning, wetland and aquifer protection regulations. Manages land use application process. Provides technical support to the various municipal boards and commissions as well as the general public. Attends evening Commission meetings as required. Maintains the Town's mapping through the use of ESRI ArcGIS mapping software.

SUPERVISION RECEIVED

Works under the general direction of the Director of Planning and Economic Development and administrative supervision of the Town Manager.

SUPERVISION EXERCISED

May offer direction and instruction to administrative support staff in support of land use activities. Works collegially with Building, Health, Fire and Engineering Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers subdivision, wetlands, zoning, aquifer protection and erosion control permitting processes including reviews of applications, inspections, monitoring compliance, and enforcement as necessary.
- Reads, reviews, and analyzes maps, plans, plots for compliance with regulations.
- Accepts and provides written review of all land use applications received.
- Assists in maintaining land use files, records and all pertinent data bases used to manage the process.
- Attend monthly Inland Wetlands and Watercourses Commission meetings, providing technical support as needed. May be required to attend Planning & Zoning meetings.
- Provide technical support to the public regarding a wide range of land use inquiries.
- Prepares agendas, approval and denial letters, and legal notices as required by statute/regulation.
- Serve as acting Director in the absence of the Director.
- Maintain and update Zoning and Wetlands Map utilizing ESRI ArcGIS as well as keeping an inventory of all land divisions including lot mergers, splits, line revisions and subdivision for updates to the assessor's maps by the town's consultants.
- Assists with providing content and maintaining relevant pages of the Town of Plainville Website.
- Inspects project sites for compliance, sometimes in adverse weather conditions.

ADDITIONAL DUTIES

- Serves when assigned to ad-hoc committees whether local, regional or state.

Assistant Planner/Land Use Administrator (CONT.)

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related tasks and duties as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Full understanding of the principles, laws and regulations governing land use development and regulations in Connecticut.
- Proficiency in the management of a personal computer and related files.
- Proficiency in Microsoft Office Suite.
- Knowledge of ESRI ArcGIS software, including feature edits – proficiency preferred. Maintains Zoning and Wetland Maps. Prepares other maps and conducts analyses using ArcMap.
- Must be able to communicate clearly, both orally and in writing to explain complex regulations to developers and lay persons.
- Must be able to work with the public, government officials and staff – meet and deal with the public effectively to accomplish planning goals and enforcement matters. Ability to calmly deal with irate public at the counter and in the field, particularly as it relates to enforcement of any local regulations.
- Excellent organization skills are required with emphasis placed on attention to detail.

REQUIRED QUALIFICATIONS:

- Must possess a valid Connecticut Driver's License and provide own transportation to and from the primary workplace: One Central Square, Plainville, CT.
- Certification from the Connecticut Department of Energy and Environmental Protection in their Municipal Inland Wetland Agent Training Program or obtain such within one year of the date of hire.
- Graduate of a four-year college with a Bachelor's degree in Geography, with an emphasis on planning, environmental science or related fields, including GIS training, and two to four (2-4) years of related work experience, or any equivalent combination of education and work experience that demonstrably provides the required skills to perform the job.

PHYSICAL REQUIREMENTS:

(Required for Essential Functions of Job; reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.)

Ability to occasionally lift and/or move up to 50 pounds. An employee is required to perform basic motor skills including standing, walking, etc. While performing the duties of this job, the employee is often required to stand and walk. The employee is occasionally required to sit and/or stand for prolonged periods. The employee may need to crouch, balance, kneel, stoop, etc. in the discharge of inspection duties.

Ability to occasionally perform moderately difficult manipulative skills including personal computer, word processing, spreadsheet, email, calendar operations, GIS software, using a calculator, etc.

May be exposed to harsh weather conditions ranging from extreme cold to hot, extreme dry to wet.

Assistant Planner/Land Use Administrator (CONT.)

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be able to hear normal conversation with some background noise as well as distinguish and understand voice patterns, tape transcribing, verbal instructions, etc

Ability to read technical and detailed blueprints, maps, specifications, and regulations.

Ability to drive a vehicle in bad as well as good weather conditions.

Ability to communicate effectively with others in oral and written form. Ability to speak clearly with volume.

Ability to work under pressure with changing conditions and priorities. This is a visible public administrative position with consequent demands and pressures of office, including some interaction with public and media exposure. There is some stress in meeting deadlines.

Works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis.

MENTAL REQUIREMENTS:

(Required for Essential Functions of Job; reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.)

Ability to maintain detailed concentration on a variety of technical projects.

Ability to remember information that has been read, studied, or previously learned.

Ability to learn new information, methodologies, and techniques developed applicable to diverse activities.

Memory to perform multiple and diverse tasks over long periods of time.

Ability to remember appropriate work methods and practices for given work situations.

Ability to relate to the theories behind several related concepts.

Ability to attend to job tasks and/or functions for more than sixty (60) minutes at a time.

The above job description is illustrative and not a complete itemization of all facets of the position.