

**TOWN OF NORTH STONINGTON  
PLANNING, DEVELOPMENT & ZONING OFFICIAL**

**NATURE OF WORK:** This is a comprehensive position responsible for performing technical and administrative support in directing planning, economic development promotion, and enforcement of the Town's subdivision and zoning regulations. The Planning, Development & Zoning Official will work with the Planning and Zoning Commission, Economic Development Commission, Zoning Board of Appeals, and other commissions, committees, and individuals as required to facilitate completion of the recommendations included in the Town's Plan of Conservation and Development. This position requires accuracy, attention to detail and organization skills, and the exercise of independent judgment and initiative.

**SUPERVISION RECEIVED:** Works under the general and administrative supervision of the First Selectman, and the functional direction of the Planning and Zoning Commission and Economic Development Commission, in accordance with prevailing policies, laws, codes, ordinance, rules and regulations

**SUPERVISION EXERCISED:** Provides general supervision to administrative staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Coordinates land-use activities of the Planning and Zoning Commission, its consultants and other Town boards, commissions, and officials.
- Oversees and participates in completion of recommendations included in the Plan of Conservation and Development, as well as its review and revisions.
- Designs, coordinates, and administers matters related to the promotion and development of economic resources in the Town of North Stonington. Includes but not limited to, directing services and programs related to economic development, business attraction, and business retention.
- Works with the Economic Development Commission to develop and implement a marketing plan that promotes North Stonington as a place to live and do business. Coordinates the preparation of marketing materials and a comprehensive inventory of available buildings and sites for economic opportunities. Organizes and facilitates various activities for the business community such as periodic meet and greets.
- Plan, organize, coordinate, direct, and evaluate economic development activities within the town; coordinate and encourage development of strategies that maintain and enhance the long-term economic vitality of the town.
- Reviews zoning applications and plans to assure compliance with regulations. Makes on-site inspections, as necessary. Approves applications meeting the regulations and directions of the Planning and Zoning Commission and issues appropriate approval documents such as Zoning Permits, Permit Renewals, and Zoning Certificates of Occupancy.
- Enforces zoning and subdivision regulations.
- Receives and investigates complaints of zoning violations. Follows up to assure that violations are corrected. Issues cease and desist orders. Conducts periodic on-site inspections of properties throughout the Town to ensure that Commission approvals are being complied with.
- Schedules work to meet commission deadlines. Attends meeting with the Planning and Zoning Commission, Zoning Board of Appeals, and Economic Development Commission as needed. Speaks on relevant agenda items as needed.
- Provides information and technical assistance to members of the general public, property owners, developers and their representatives in a timely manner.

- Prepares and presents written and oral reports to the Chairman of the Planning and Zoning Commission, Economic Development Commission, and Board of Selectmen as requested.
- Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies, and co-workers.
- Regular attendance is a requirement of this position. Ability to work long hours, evenings and weekends as needed.

**\*\*\* The duties listed above are intended only as illustrations of 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. \*\*\***

**OTHER JOB FUNCTIONS:** Performs related work as required.

**REQUIREMENTS OF WORK:**

Education, Experience & Training:

- The education required for this position would generally be acquired through completion of a minimum of a Bachelor's Degree in a related field such as Urban Planning, a Master's Degree is preferred.
- Minimum five (5) years related work experience.
- Certification by the American Institute of Certified Planners is preferred and certification by the Connecticut Association of Zoning Enforcement Officials is required within 2 years.
- A valid Connecticut driver's license must be maintained.
- Must be bondable during employment in accordance with Connecticut General Statutes

Knowledge, Skills & Ability:

- Knowledge of zoning principles and practices and organizations and laws that effect planning and zoning and economic development
- Knowledge of regulatory and enforcement principles and procedures including investigation and inspection techniques
- Knowledge of effective supervisory practices. Possess management skills required to supervise, delegate and share responsibilities; ability to adjust and exercise such skills in an environment where priorities constantly change
- Ability to acquire a working knowledge of Town zoning regulations and maps
- Ability to analyze and interpret plans, and to determine whether they conform with provisions of applicable codes and ordinances
- Ability to effectively communicate orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.
- Ability to work accurate with names, numbers, colors, codes, and or symbols
- Ability to prepare and maintain accurate records and general reports
- Ability to exercise discretion in handling confidential information

- Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes stress environment.
- Ability to regularly engage in activities necessitated by the position outside normal business hours i.e., evening meetings, emergencies, etc. (This is highly responsible, professional and administrative work and as such is expressly exempted by the fair labor professional and administrative work and as such is expressly exempted by the Fair Labor Standards Act and related state laws from the requirements of paid overtime.)
- Ability to work harmoniously, cooperatively, and courteously with others at all times in a calm manner in stressful and/or emergency situations.

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; hear; speak; smell; stand; sit; walk; bend; use hands and arms, and use wrists in repetitive motion; get in and out of vehicles; and tolerate exposure to weather conditions and environmental allergens.

The employee is occasionally required to climb stairs to various levels; balance stoop, kneel, crouch or crawl. The employee must occasionally lift and /or move up to fifty (50) pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee works in both an office setting and outside. Outdoor work is required during the inspection of construction sites, various land use developments and some emergency situations. When working outside the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet to moderate in the office, and moderate too loud in the field. The employee may work near moving mechanical parts, in precarious places and is occasionally exposed to risk of electrical shock and vibration. Physical stamina and endurance is required.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally have to function in situation where subjected to aggressive verbal and/or physical behavior.

**\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. \*\*\***