

TOWN OF STONINGTON
JOB DESCRIPTION
DIRECTOR OF PLANNING

NATURE OF WORK:

The Director of Planning performs highly responsible, professional, and administrative work. This position directs, actively manages, and leads the Planning, Land Use, and Community Development staff. The Director of Planning drives the development of long range planning needs including the Town's Plan of Development and the review of development related applications.

This position requires independent judgment, initiative, maturity, and excellent communication skills. Additionally, flexibility and confidentiality are required in response to the evolving policies and priorities facing the Town.

SUPERVISION RECEIVED:

Work is performed under the administrative direction of the First Selectman and in accordance with prevailing policies, laws, rules and regulations. Work is reviewed through meetings and conferences with reports produced to measure department effectiveness and efficiency.

SUPERVISION EXERCISED:

The Director of Planning provides overall guidance as well as direct supervision to all Planning, Land Use, and Community Development staff. The Director also provides general guidance and assistance to the Land Use Commissions as needed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Assesses organization and department needs for areas of responsibility while planning and implementing action plans required to meet those needs.

Assigns work to Planning and Land Use department staff.

Assigns work and coordinates activities for Community Development staff.

Develops and oversees long range planning and land use programs to promote desired economic and community development.

Provides overall direction and coordination of the Town's Planning and Development programs.

Partners in the development and implementation of Economic & Community Development programs.

Administers, reviews, and makes recommendations on commercial, recreational, office, industrial, and residential developmental proposals as well as periodic approvals of permits related to land use

regulations.

Cultivates and maintains effective working relationships with public officials, residents, and other jurisdictions and agencies (including regional, state and federal) exercising related functions. Confers with attorneys, builders, and members of the public on planning matters.

Provides technical consultation, guidance, and staff support to various Town planning and land use commissions and agencies; ensures the coordination of planning and zoning review with the actions of other Town departments.

Chairs and administers the Project Coordination Team in addition to leading the Grant Vetting Committee.

Prepares and administers department budget. Prepares statistical and narrative reports for the Board of Selectmen upon request.

Ability to research, author, and submit grant applications consistent with the Town's planning and development programs. Provides oversight and assists with grant administration.

OTHER JOB FUNCTIONS:

The duties listed above 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.

REQUIREMENTS OF WORK:

Education, Experience & Training:

The education, experience, and training consistent with a Bachelor's degree in Urban, Regional or Community Planning, Public Administration or a related field with concentrated course work in land use planning is required. Master's Degree preferred. A minimum of eight (8) to ten (10) years professional experience in land use and/or planning management including a minimum of three (3) to five (5) years of demonstrated supervisory experience required.

Certification as a Planner by the American Institute of Certified Planners (AICP) is required.

Experience in flood loss reduction activities and program administration is desired.

Experience working with municipal budgets and public sector land use projects.

Experience working with multi-jurisdictions/agencies at a professional level and experience with small cities and other State/Federal grant programs.

Knowledge, Skills & Ability:

Management skills required to lead, supervise, delegate, and share responsibilities in an environment where priorities are constantly changing.

Thorough knowledge of the principles and procedures involved in municipal/community planning including the use of research techniques such as problem definition, data collection and analysis, needs assessment, and resource development.

Ability to exercise mature/sound judgment; ability to organize and express thoughts and ideas orally and through written communication; presents concepts at public meetings.

Ability to exercise discretion in handling confidential information.

Ability to prepare and/or review grant applications (CDBG, DOT, Economic Development, etc.) and effectively partner with others in the administration of grant programs and projects.

Ability to develop and facilitate cooperative and collaborative partnerships, policy making processes, and communications among professionals, departments, and governmental units.

Considerable knowledge of Local, State, and Federal Land Use Regulations along with a working knowledge and understanding of current information technologies (e.g. geographic information systems and other computer based technologies).

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc.

Ability to work harmoniously, cooperatively, and courteously with others at all times.

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.

The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to twenty-five (25) 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. Work is performed mostly in an office setting. Some outdoor work is required in the

inspection of construction sites, various land use developments and some emergency situations. The employee may work near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid condition, or risk of electrical shock and vibration.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain valid motor vehicle operator's license.

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.