



Town of Woodbury Job Description

Job Title: Town Planner
Department: Land Use
Reports To: First Selectman
FLSA Status: Exempt
Union Status: Non-Union
Approved By: Board of Selectmen
Approved Date: October 27, 2016

Summary Job Description: Works under the supervision of the First Selectman and adheres to the policies of the regulatory land-use agencies - Zoning Commission, Planning Commission, Inland Wetlands Agency, Historic District Commission, and Zoning Board of Appeals. Coordinates and administers the land use regulatory process; maintains necessary plans and mechanisms to guide the appropriate development of the Town; performs managerial duties related to staff and budget.

Mandatory Requirements for all Town Employees: A) You are required to understand and abide-by all safety work practices for yourself and your staff members. B) You are required to understand and use customer service “best practices” when dealing with external customers (the public) and internal customers (peers and co-workers) by treating everyone fairly, with understanding, empathy, and professionalism.

Duties and Responsibilities: The Town Planner is to perform the following duties and responsibilities including but not limited to the following:

1. Manage land use technical and administrative staff, including assignment of tasks, objectives, and schedules; oversight and evaluation of staff performance; and design and definition of project assignments.
2. Review and process regulatory applications for conformance with applicable standards; prepare analyses and reports; draft decisions and orders for commission, board, or agency action.
3. Support land use commission, board, and agency operations and respond to specific requests for information or guidance. Attend land use board meetings as needed.
4. Maintain all land use regulations for conformance with statutory requirements; research and draft revisions as necessary; and manage regulations adoption process.
5. Ensure compliance with all applicable State Uniform Administrative Procedures requirements pertaining to management of the Land Use Office.
6. Research and prepare annual reports on land use commissions, board, and agency activities and other analyses and/or reports as directed on municipal projects, improvements and development plans, and municipal facilities.
7. Support preparation of comprehensive Plan of Conservation and Development as scheduled in accordance with Statutes, including support for the adoption process.
8. Identify and organize training and skill development opportunities for staff and land use commissions, board, and agency on contemporary planning, regulatory, and legal issues.
9. Prepare or supervise preparation, including contracted services as necessary, of technical reviews and supporting data for regulatory actions.
10. Manage and oversee application administration and permit process.
11. Oversee and direct land use enforcement process. In the absence of or in addition to the land use Enforcement Officer, serves as Planning, Zoning with the authority of the Zoning Commission,

Inland Wetlands, and Historic District Enforcement Officer by initiating investigations, making field inspections, and responding to complaints and by enforcing compliance with regulations and approved permits.

12. Assist Town officials and general public with information and explanations on land use regulations.
13. Assure proper maintenance of files and scheduling of regulatory decisions in compliance with Connecticut General Statutes.
14. Prepare and administer Land Use Office budget, including budgets of all commissions, boards, and agency, or delegate authority for same.
15. Coordinate, through the Planning Commission, the periodic review and updating of the Town Plan of Conservation and Development and its adherence to Connecticut General Statutes.
16. Maintain and update as necessary all land use regulations in conformance with State statutes.
17. Provide assistance to the First Selectman and Town agencies with site planning, specific municipal project planning, preparation of grant and permit applications for municipal projects, and research and staff support on special studies and projects.
18. Attend meetings of the Zoning Commission, Inland Wetlands Agency, and Planning Commission and Historical District Commission and other Town meetings as needed.
19. Maintain planning coordination with area towns and regional and State planning bodies through attendance at regional and statewide meetings and participation in profession organizations.
20. Works as the Town's representative in economic development matters.

Supervisory Responsibilities:

1. Manage, oversee, and conduct performance evaluations of the Land Use Department staff. Makes staffing recommendations to the First Selectman or designee as required.
2. Plan and organize staff work responsibilities.
3. Approves time cards and records hours of work.
4. Encourages all staff to participate in job related training while adhering to designated budget.

Specific knowledge and skills required:

A Bachelor's Degree in municipal planning or closely related field; Master's Degree preferred. Must have at least five years' experience in municipal planning. Preference given to AICP certification and previous supervisory experience. Certification by CAZEO, DEEP Municipal Inland Wetland Commissioners Training Program or CLEAR a plus.

1. Understanding of land use regulatory process and governmental procedures.
2. Knowledge of and experience with land use, conservation, and development planning techniques and methodologies.
3. Knowledge of Planning Statutes and regulatory developments as these may affect Land Use Agencies.
4. Valid driver license required.
5. Ability to examine and understand land use maps.
6. Must demonstrate the ability to work under pressure and multi-task.
7. Ability to deal tactfully and effectively with the public, co-workers, and professional colleagues from other institutions.
8. Ability to perform under pressure with patience, flexibility, and good humor.
9. Ability to communicate effectively both orally and in writing.
10. Must demonstrate the ability to use the Microsoft Office suite efficiently and learn other software as required. Experience using Filemaker Pro, GIS and Viewpoint a plus.
11. Must demonstrate the ability to use sound judgement in making decisions independently in accordance with established policies, procedures and regulations.

Physical Demands

How much on-the-job time is spent performing the following physical activities:

Physical Activity	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear				X
Taste or smell	X			

Does this job require that weight be lifted or force be exerted?

Lifts Weight or Exerts Force	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Select the specific vision requirements of this job

Close Vision	X
Distance vision	
Color vision	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

How much exposure to the following environment conditions does this job require?

Environmental Conditions	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Select the level of noise that is typical in the work environment for this job.

Very quiet conditions	
Quiet conditions	X
Moderate noise	
Loud noise	
Very loud noise	

RECEIVED & FILED
IN WOODBURY, CT

This 28 day of Oct 2016

at 9:42 o'clock A M

Shirley A. Cook
Town Clerk