Katherine Zygmunt
Director of Human Resources

City of Meriden, Connecticut

Human Resources

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November 3, 2026

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY:	**Assistant City Planner** Full Time – 40 hours per week
SALARY:	37F $37.03 - $42.10 per hour
NATURE OF WORK:	PLEASE READ THE ATTACHED JOB DESCRIPTION
QUALIFICATIONS:	Minimum Qualifications: Bachelor's degree in land use planning or a closely related field, plus three (3) years of professional experience in a planning office performing work related to the functions of a municipal planning department. Suitable experience may be substituted for educational attainment if deemed appropriate by the City Manager or his designee.
SPECIAL REQUIREMENTS:	Must possess or be capable of acquiring certification by the Connecticut Association of Zoning Enforcement Officials (CAZEO). AICP, or progress toward AICP, preferred.
HOW TO APPLY:	Apply online at https://tinyurl.com/meridencareers or you can email your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.
LAST DATE TO APPLY:	November 9, 2026

EOE

Assistant City Planner

General Description:

Under the general supervision of the Director of Planning, performs professional planning and zoning services in the functional areas of land use and development. Manages the plan review process and has the responsibility of making difficult technical decisions related to planning and zoning matters. Assists with comprehensive planning and special projects, and with enforcement activities as needed.

Essential Job Functions:

- Coordinates the plan review process and communicates with developers, attorneys, engineers, boards and commissions, land use professionals and the general public.
- Serves in a staff capacity to boards and commissions, including the Planning Commission, Inland Wetlands & Watercourses Commission, and Design Review Board.
- Prepares reports, maps, graphs, and charts relating to land use and development.
- Performs research and compiles and analyzes data in connection with planning studies and review other studies by the department.
- Conducts research and drafts revisions to zoning, subdivision, and inland wetlands regulations.
- Inspects sites, reviews plans, and prepares comments in connection with applications to municipal land use agencies.
- Establishes and upholds land use permitting procedures.
- Provides guidance related to development standards, regulations, and application procedures.
- Performs professional and administrative work for grant projects or other projects as assigned.
- Assists Zoning Enforcement Official and Inland Wetlands Agent with enforcement activities.
- Answers inquiries from the general public, developers, attorneys, and other professionals relating to planning and zoning.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles of planning and zoning administration. Some knowledge of site planning and design, environmental planning, and state and local land use regulations.
- Ability to perform research and prepare technical reports.
- Ability to interpret laws and regulations relating to the work of City agencies responsible for land development control.

- Knowledge of Connecticut land use law.
- Ability to communicate effectively with the public, and to establish and maintain effective working relationships with City officials, staff, and advisory boards.
- Skill in graphic display of information including maps, charts, and tables.
- Some knowledge of or ability to learn computer applications for data management, permitting, and planning analysis, including Geographic Information Systems (GIS) and online land use permitting.
- Ability to assist in comprehensive planning studies and to formulate substantive recommendations for planning standards and development of City plans.
- Ability to perform enforcement procedures demonstrating sound judgement, tact, and courtesy.
- Self-starting with strong independent decision-making ability and project management skills/experience.
- Superior writing ability and verbal communication skills.

Minimum Qualifications:

Bachelor's degree in land use planning or a closely related field, plus three (3) years of professional experience in a planning office performing work related to the functions of a municipal planning department. Suitable experience may be substituted for educational attainment if deemed appropriate by the City Manager or his designee.

Work Environment:

Work is performed in a variety of environments and locations. The general business office environment involves everyday risks and/or discomforts requiring normal safety precautions, and is subject to interruptions, distractions and background noise. Use of safe work practices with office equipment, avoidance of trips and falls is expected. A percentage of work requires travel to and from off-site locations within Meriden for meetings and review of properties. Must be mobile, able to push/pull light objects, and occasionally lift up to 20 pounds. Must be able to perform manipulative skills such as writing, typing, and using a calculator. Must be able to sit or stand for prolonged periods of time. Must be able to navigate physical terrain to conduct on-site visits and inspections. Must be able to concentrate on fine detail with regular interruption. Must be able to understand and relate to specific ideas, generally several at a time, and able to understand and relate to the theories behind several related concepts. Must be able to remember multiple tasks/assignments given to self and others over long periods of time. Must be able to get along with co-workers, supervisors, customers, and the public at large.

Special Requirements:

Must possess or be capable of acquiring certification by the Connecticut Association of Zoning Enforcement Officials (CAZEO). AICP, or progress toward AICP, preferred.