City of Meriden, Connecticut

Department of Human Resources

Josephine Agnello-Veley
Director of Human Resources

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April 27, 2023

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY:	Assistant Planning Director Full Time – 40-hour work week
WAGES:	37H $39.41 to $52.74 (hired before 7/1/03) 37H $39.41 to $50.75 (hired after 7/1/03)
NATURE OF WORK:	Please Read Attached Job Description
QUALIFICATIONS:	A Bachelor's Degree from a recognized college or university with major course work in city planning or a closely related field. Plus five years of professional experience in City planning involving land use and comprehensive community planning or a Master's Degree in City planning plus three years of relevant, professional experience.
HOW TO APPLY:	Apply on line at https://tinyurl.com/meridencareers and you can e-mail your application/transfer form to humanresources@meridenct.gov. Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.
LAST DATE TO APPLY:	May 3, 2023

Assistant Planning Director

General Description:

This is highly responsible professional work in assisting in the administration of the municipal planning program.

Work involves responsibility for assisting the Director of Planning and Development in formulating, modifying and administering the general development plan and coordinating it with other plans. Duties include preparing and analyzing comprehensive community plans, capital, budgets and work programs. This position also has the responsibility for making difficult technical decisions related to planning and zoning matters. The work requires that the employee have considerable knowledge, skill and ability in all aspects of municipal planning.

Supervision Received:

Works under the direction of the Director of Planning and Development.

Examples of Duties:

Assists the Director of City Planning and Development with the coordinated planning program and in determining policies for its execution. Assists with recommendations on zoning petitions and zoning appeals and planning and research reports with accompanying recommendations and other documents submitted to the Planning commission.

Under the direction of the Director of Planning and Development, serves in an advisory and administrative capacity to the Planning commission.

Advises with and assists Commission in the coordinated planning program and in determining policies for its execution. Presents recommendations on zoning petitions and zoning appeals at meetings of the Commission. Presents planning and research reports with accompanying recommendations and other documents to Commission at public meetings; expedites implementation and execution of plans and programs. Handles correspondence and other routine administrative functions for the planning Commission.

Analyzes data, designs and reviews basic portions of the general development plan under the supervision of the Director of Planning and Development.

Reviews general development plan with advisory and legislative bodies and other government agencies.

Reviews subdivision plans and site pan applications for compliance with City regulations and good planning standards and confers with developers regarding suggested and required changes.

Assistant Planning Director

Examples of Duties: (cont.)

Supervises subordinate planning staff members and assumes the responsibilities of the Director of Planning and Development in his/her absence.

May under the direction of the Director of Planning and Development, represent the City in planning matters, attend meetings of and address other municipal boards and commissions and civic organizations. Confer with individuals and organizations desiring information regarding city planning and trends in the development and growth of the city, confer with municipal officials and officers regarding future plans for specific departments, functions and programs.

Performs related work as required.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles, practices and techniques of City Planning.

Considerable knowledge of the techniques of planning research and the governmental agencies and legal procedures involved in urban planning.

Considerable knowledge of the law underlying comprehensive community plans, zoning and land subdivision ordinances.

Ability to assist in comprehensive planning studies and to formulate substantive recommendations for planning standards and development of overall city plans.

Ability to establish and maintain effective working relationships with land users, area planning agencies, civic leaders, municipal officials and officers, and the general public.

Qualifications:

A Bachelor's Degree from a recognized college or university with major course work in city planning or a closely related field. Plus five years of professional experience in City planning involving land use and comprehensive community planning or a master's degree in city planning plus three years of relevant, professional experience.

Special Requirements:

None