City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources

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April 12, 2023

Associate City Planner
City of Meriden

This is a professional position, which requires working knowledge of land use zoning requirements, construction permitting processes and environmental protection principles and practices.

The work includes administration and enforcement of zoning regulations, IWWA regulations, policy recommendation, Planning activities, issuance of zoning permits, investigation of complaints, and preparation of enforcement documentation and activities. This position is also invested with making difficult technical decisions within his/her fields of expertise. The work requires that the employee have considerable knowledge, skill and ability in every phase of zoning enforcement inspection and administration.

A Bachelor's Degree in land use planning or closely related field, such as urban studies, environmental science, public administration, or geography plus 3 to 5 years of progressively responsible experience in municipal planning, zoning enforcement, or related fields, or an equivalent combination of education and experience substituting on a year-for-year basis.

DEEP Municipal Inland Wetlands Agency Comprehensive Training Program and CAZEO certifications preferred.

Hiring Salary Range $70,491.20 – $92,851.20

Apply online at https://tinyurl.com/meridencareers and you can email you resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm.

Last date to apply: Open until filled

E.O.E.

Associate City Planner

General Description

This is a professional position which requires working knowledge of land use zoning requirements, construction permitting processes and environmental protection principles and practices.

The work includes administration and enforcement of zoning regulations, IWWA regulations, policy recommendation, Planning activities, issuance of zoning permits, investigation of complaints, and preparation of enforcement documentation and activities. This position is also invested with making difficult technical decisions within his/her fields of expertise. The work requires that the employee have considerable knowledge, skill and ability in every phase of zoning enforcement inspection and administration.

Required Supervision

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

Examples of Duties

- To administer technical assistance, permitting, enforcement, inspection, and public record keeping for the municipal agencies that deal with land use.
- To effect compliance with current technological, legal, and professional standards.
- To coordinate planning, education, and public outreach on behalf of and to build consensus among the land use agencies.
- To assist developers and applicants through the permitting and inspection processes of Zoning Enforcement and Building Departments working in cooperation with the Economic Development office.
- Confers with developers regarding suggested and required changes to construction plans.
- Time permitting, either meet with or communicate with the applicant and/or the agent prior to the application submission to discuss application submittal requirements and regulated activities (IWWA, Zoning) proposed by the applicant and identified on the application.
- Confers with City officials, contractors and the public to provide information and to resolve problems and complaints.
- Administers zoning regulations by reviewing plans for conformance to zoning regulations, researches zoning matters and issues zoning permits and certificates of compliance.
- Inspects premises and investigates complaints of violations of zoning ordinances and persuades zoning ordinance violators to correct violations.
- Prepares evidence and documentation of persistent zoning violations.
- Prepares cease and desist orders and coordinates and carries out legal enforcement actions, which may entail court testimony.

Examples of Duties

- Coordinates zoning enforcement actions with other city enforcement departments.
- Provides information on zoning ordinances and enforcement to city officials and the public.
- Assists in the preparation for and attends Zoning Board of Appeals and Inland Wetland and Watercourses Commission meetings and attends Planning Commission meetings when involved in matters pending.
- Collect and review applications and supporting documents for completeness and compliance to IWWA Regulations.
- Assess sites to confirm a habitat or to investigate any environmental damage or restoration needs.
- Collect and analyze data to determine environmental conditions and restoration needs.
- Review natural resource management and restoration plans, using knowledge of environmental planning or state and federal environmental regulations.
- Maintains files and records related to the administration of duties.
- Issues liquor permits and approved zoning waivers.
- Performs related work as required.
- Assists the Director with recommendations on zoning petitions and zoning appeals 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.
- Handles correspondence and other routine administrative functions for the planning Commission as needed.
- Analyzes data, designs and reviews basic portions of the general development plan under the supervision of the Director of Planning and Development.

Knowledge, Skills and Abilities

- Knowledge of the Connecticut General Statutes, including the Freedom of Information Act, municipal ordinances, municipal zoning regulations, and municipal plans.
- Ability to establish and maintain effective working relationships with superiors, associates, subordinates, consultants, contractors, and the general public.
- Ability to translate working relationships with applicants and city hall departments into a cohesive permit process, from the pre-application stage to Final Certificate of Occupancy.
- Knowledge of the principles, practices and techniques of City Planning.
- Knowledge of the techniques of planning research and the governmental agencies and legal procedures involved in urban planning.
- 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.
- Knowledge of zoning enforcement principles and practices.

Knowledge, Skills and Abilities

- Considerable ability in oral and written communications.
- Ability to inspect and investigate zoning violations and complaints.
- Good ability to take initiative on one's own in field situations without supervision.
- Knowledge of word-processing, spreadsheets, database, geographic information systems, electronic mail, and Internet searching. Knowledge of personal computer/network software and hardware.
- Skill in making observations and ascertaining facts by investigation. Skill in carrying out complex procedures and to perform multiple tasks simultaneously. Ability in analyzing land use and interpreting law.
- Skill in oral communication, including firmness and tact. Skill in establishing and maintaining effective working relationships with applicants, municipal land use agency members, municipal staff, and the general public.
- Ability to meet the Physical Demands and Work Environment.

Supervision Exercised

Will supervise and assist in the evaluation of lower staff.

Qualifications

A Bachelor's Degree in land use planning or closely related field, such as urban studies, environmental science, public administration, or geography plus three to five years of progressively responsible experience in municipal planning, zoning enforcement, or related fields, or an equivalent combination of education and experience substituting on a year-for-year basis.

DEEP Municipal Inland Wetlands Agency *Comprehensive* Training Program and CAZEO certifications preferred.

Physical Demands

1. Physical ability to make field inspections.
2. Ability to work in poor weather conditions, including heat, cold or snow.

Special Requirements

Must possess and retain valid Connecticut Motor Vehicle operator's license.

Certification by the Connecticut Association of Zoning Enforcement Officials (CAZEO) is required within one (1) year of appointment as Zoning Enforcement Officer.

Certification by DEEP Municipal Inland Wetlands Agency *Comprehensive* Training Program required within (1) year of appointment.