



-Position Posting-

**Director of Planning and Zoning
City of Meriden Connecticut**

The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Planning and Zoning.

The City of Meriden has an immediate opening for the position of "Director of Planning and Zoning". This is a senior level leadership position within the City of Meriden reporting to the City Manager.

Salary range: \$105,000 - \$110,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

This position is open until filled.

For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

Director of Planning and Zoning

Nature of Work

This is an executive position encompassing the direction of the physical development of the City and the enforcement of all State statutes, City Charter provisions and Ordinances pertaining thereto. The Director of Planning and Zoning will administer the divisions of Planning and Zoning. Under the direct supervision of the City Manager, the Director of Planning and Zoning coordinates the functions of the various divisions to assure an efficient delivery of services to the citizenry. This is a professional position that administers all aspects of municipal planning and urban design principles and practices.

Examples of Work

- Supervises urban planning activities including the enforcement of all laws and ordinances, which pertain to land use.
- Working under the direction of the City Manager and in conjunction with the department heads, plans and develops the programs of services to be provided.
- Oversees the preparation of departmental budgets to provide services efficiently, effectively, and in a financially prudent manner.
- Investigates major or controversial complaints; prepares reports; prescribes general rules, regulations and administrative policies for the departments involved.
- Serves in an advisory and administrative capacity to the city's land use boards/commissions (i.e., City Council, Planning, Inland-Wetland, Conservation Commissions, Zoning Board of Appeals and Design Review Board, etc.).
- Advises and assists these boards/commissions in a coordinated planning program (Plan of Conservation and Development) and executes, presents planning and research reports with accompanying recommendations and other documents to boards/commissions at meetings and provides correspondence and other routine administrative functions for the land use boards/commissions.
- Analyzes data, designs and modifies the Plan of Conservation and Development, reviews it with advisory and legislative bodies and other governmental agencies.
- Prepares outlines of data desired, supervises and participates in the compilation of data, analyzes and develops specific plans for a variety of urban developments such as parks, playgrounds, and public recreational facilities, transportation facilities, utilities and municipal buildings.
- Plans and develops the organization and methodology for projects; determines data to be compiled and statistical techniques to be applied; discovers sources of data; evaluates and interprets analytical results of such surveys as housing, population, land use, land need, employment trends, redevelopment and economic trends; prepares and reports on analyses.
- Coordinates plans and projects, and conducts negotiations with municipal, state and federal agencies.
- Reviews land use plans for compliance with proper planning standards and confers with developers regarding suggested and required changes.
- Performs related work as required.

Desirable Knowledge, Abilities and Skills

- Thorough knowledge of the principles and practices of urban planning and urban design and related regulatory activities.
- Thorough knowledge of the principles and practices of public administration including long range planning, personnel supervision, budgeting and coordinating a varied program of activities.
- Ability to apply practical management principles and techniques to administrative functions.
- Ability to write and speak effectively on the principles and practices of land use and pertinent regulatory controls.
- Ability to establish and maintain effective working relationships with professional groups, community groups, other public agencies, and municipal officials and employees.

Experience and Training

- Master's Degree in Urban Planning or a related field Preferred.
- Certification as a planner by the American Institution of Certified Planners (AICP) is preferred. Considerable experience (5 plus years) in a responsible administrative capacity preferably in a public agency.
- 5 plus years supervisory experience with a staff of over 5 in a municipal or public setting.
- Proficient in Outlook, Word, Excel, PowerPoint and Munis.