



**Town of Guilford**  
**ASSISTANT TOWN PLANNER**

<b>EXEMPT:</b>	<b>YES</b>	<b>SALARY LEVEL: E8</b>
<b>DEPARTMENT:</b>	<b>PLANNING AND ZONING</b>	
<b>REPORTS TO:</b>	<b>TOWN PLANNER</b>	
<b>LOCATION:</b>	<b>50 BOSTON STREET</b>	
<b>HOURS:</b>	<b>8:30AM-4:30PM</b>	
<b>PREPARED BY:</b>	<b>Mitchell R. Goldblatt</b>	<b>Initials:</b>  <b>DATE: July 20, 2022</b>
<b>APPROVED BY:</b>	<b>Matthew T. Hoey, III</b>	<b>Initials:</b>  <b>DATE: July 20, 2022</b>

**POSITION SUMMARY:**

Responsible for the enforcement of the zoning regulations and other regulations, as directed. Supports the Planning & Zoning Commission (P&Z) and covers department in the absence of the Town Planner. Responsible for the review of all applications that relate to zoning, as directed by the Town Planner, and responds to and investigates complaints and violations related to zoning, and blight, as required. Responds to inquiries regarding land use matters and acts as the primary staff to the Zoning Board of Appeals. (ZBA). Represented by the Guilford Employee Association (GEA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs technical reviews of zoning permit applications and site plans, special permit and subdivision applications before the P&Z under the supervision of the Town Planner; insures applications are complete and in conformance with the regulations; issues zoning permits or authorization for the issuance of a building permit; issues Certificates of Zoning Compliance.
- Receives complaints of zoning and blight violations; conducts field investigations of potential violations; gathers evidence; makes findings; issues enforcement orders and/or citations in accordance with municipal and state law; provides follow-up and maintains accurate records.
- Meets with property owners, professionals, developers, contractors, etc. to review and explain zoning requirements and responds to public inquiries regarding zoning matters.
- Reviews, evaluates, prepares reports and makes recommendations related to applications to the Zoning Board of Appeals (ZBA) and attends ZBA meetings.
- Supervises the preparation of legal notices, agendas, and correspondence; oversees record keeping for the Zoning Board of Appeals.
- Makes field inspections to potential development and construction sites and evaluates compliance with zoning regulations and determines if enforcement action is warranted.
- Provides reports to the Planning & Zoning Commission regarding enforcement matters and assists the Town Planner in attendance at Commission meetings.
- Maintains records related to Certificates of Zoning Compliance and inspection and enforcement.

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- Drafts and distributes a variety of correspondence, memoranda, notices, and reports relating to zoning enforcement issues and actions.
- Enforces the Sign Ordinance, Blight Ordinance and Delay of Demolition Ordinance.
- Acts as liaison between Sachem's Head Association and Old Quarry Association Planning & Zoning Commissions and the Building Department to help facilitate the issuance of building permits and certificates of occupancy.
- Acts as liaison between the Historic District Commission and the Building Department to ensure compliance with Historic District regulations prior to the issuance of building permits.
- Assigns addresses for newly created parcels in coordination with the Tax Assessor.
- Assists in the design and implementation of online permitting software for the Planning & Zoning; aids in the training of department personnel and the public in using permit software
- Coordinates efforts with building, inland wetlands, health, engineering, fire, police, and related Town and State agencies, as needed.
- Assists the Town Planner in the facilitation of ongoing training for land use Commissioners as required by State law; aids in the implementation and compliance of local record keeping.
- Collaborates with Town Committees and the Town Planner on place-based research, grants and community engagement.
- Assists other department staff as needed to promote a team effort to serve the public.
- Attends Board of Selectmen, Design Review Committee and other meetings, as necessary.
- Attends training/workshops, for professional development/maintenance of Connecticut Association of Zoning Enforcement Officials (CAZEO)-Certified Zoning Enforcement Official (CZEO) credential.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of land use management, planning, zoning enforcement.
- Knowledge of code enforcement principles, practices and methods as applicable to a municipality.
- Knowledge of local ordinances and regulations and State Statutes relating to planning and zoning laws and regulations; knowledge of inspection techniques; knowledge of building permit process and how it relates to the zoning regulations.
- Knowledge of local government and the structure of the Town of Guilford.

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- Knowledge of Soil, Erosion & Sedimentation Controls as well as residential stormwater management best practices.
- Knowledge of Microsoft Office, including Outlook, Word, and Excel; Adobe Acrobat; and modern office practices and procedures.
- Skills in ArcGIS Online and other geospatial analysis software, Google Sketchup and Photoshop.
- Skills in oral and written communication.
- Ability to read and interpret site plans, as-builts, drawings, and specifications; including ability to measure using both architect's and engineer's scales and perform basic arithmetic and geometric calculations.
- Ability to perform technical research through historic land use files and land records; ability to perform field analysis of zoning regulations.
- Ability to deal effectively and consistently with Town staff and officials, developers, attorneys, and the public.
- Ability to utilize the Town's GIS system and municipal land use permitting software.
- Ability to accurately maintain records and meet multiple deadlines.
- Ability to work in a moderately noisy office with regular interruptions.
- Ability to analyze, interpret and explain planning and zoning regulations, or ordinances.
- Ability to work independently and take initiative in field situations without supervision.
- Ability to perform duties with awareness of all Town requirements and policies.
- Ability to meet and serve the public pleasantly, tactfully and informatively, with flexibility.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to establish and maintain effective working relationships with superiors and colleagues.
- Ability to treat other employees, and those with whom they come into contact, including the public, with courtesy, respect and professionalism.

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear, crouch, bend, and kneel. The employee occasionally is required to stand, walk and reach with hand and arms. Occasional highway driving and attendance of seminars and night and weekend meetings is required to carry out duties. The employee must be able to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by the job include close vision and the ability to adjust focus. Regular and periodic exposure to computer screen is expected. The employee must occasionally lift and/or move up to thirty (30) pounds.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree from an accredited college or university in public administration, urban planning or related field. Master's degree preferred or in lieu thereof, five (5) years' experience in municipal planning and the administering and enforcing of zoning or other municipal regulations; or an equivalent combination of education and experience.
- Connecticut Association of Zoning Enforcement Officials (CAZEO) Certified Zoning Enforcement Official Certification (CZEO).
- American Institute of Certified Planners (AICP). The applicant will be supported to obtain certification through the American Planning Association's One Path to AICP program.
- Valid CT Driver's License.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office and outdoor environment. The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties may be required.