



# TOWN OF LITCHFIELD

## LAND USE ADMINISTRATOR

Land Use Department

This position is governed under the agreement between the Town of Litchfield and the Litchfield Supervisors Union, affiliated with CSEA, SEIU Local 2001 with a salary range between \$53,507.36- \$73,572.62/year. The Town offers Health/Dental/Vision through the CT State Partnership Plan, generous time off allowances, and an employer contributed 401 (A) plan.

If you are interested in the position, *you must complete an application.*

Resume will not be accepted in lieu of an application.

Individuals must be able to pass a thorough background check, including DMV, references, pre-employment physical and drug screen.

Application will be accepted until a *sufficient number have been received.*

Please submit your application, resume and cover letter to [ecallahan@townoflitchfield.org](mailto:ecallahan@townoflitchfield.org) or mail to:

Town of Litchfield  
Selectman's Office  
74 West St,  
Litchfield, CT 06759

### **TOWN OF LITCHFIELD** **LAND-USE ADMINISTRATOR**

#### **BASIC FUNCTION**

The Land Use Administrator (the "Administrator") serves the Town of Litchfield under the direction of the First Selectman, and administers and coordinates municipal land-use policy and regulations. Town Administrator also serves in area of Town Planning.

The Administrator shall also serve as the Zoning and Wetlands Enforcement Officer for the town, if so designated by the Planning and Zoning Commission, and the Inland Wetlands Commission, and shall assist the Zoning Board of Appeals, Director of Public Works..

The Administrator reviews, coordinates and processes applications for land development.

## **PRINCIPAL RESPONSIBILITIES AND DUTIES**

Provides information and advises citizens, engineers, developers, and others on matters relating to the zoning and wetlands regulations and the general planning and development requirements of the community. Coordinates all proposals for land-use development and building with the Town's Commissions, Agencies and Departments.

Plans, organizes, and directs the development of, and performs professional comprehensive planning services in, the functional areas of land use, economic development, zoning, housing, transportation surveys, and related municipal planning areas; and coordinates the monitoring and updating of the Land Use Regulations and the Plan of Conservation and Development.

Coordinates applications for all land-use commissions, including P & Z, Wetlands, ZBA and Conservation; assists in preparation of agendas as requested, maintains files, posts notices and decisions.

Reviews site plans, subdivision plans, plans of proposed building construction and alterations to assure conformance with the planning, zoning and wetlands requirements. Conducts field inspections of proposed and ongoing development and construction sites to determine compliance with zoning regulations and special permit approvals; prepares inspection reports and maintains related records

Serves as the Zoning Enforcement Officer and Wetlands Agent if so designated by the Planning and Zoning Commission and the Inland Wetlands Commission, and reviews zoning permits for approval not requiring action by the Planning and Zoning Commission. Investigates complaints of regulation violations; keeps necessary records and prepares written reports on a monthly basis to the land-use commissions and others as directed.

Work closely with other departments and the Planning and Zoning Commission, Inland and Wetlands, Conservation Commission, ZBA and other boards in developing near-term and long range development plans

Supervises Commission and Department staff. Assigns work tasks; designs work schedules and performs personnel evaluations.

Supports and regularly attends Planning and Zoning Commission meetings, Wetlands meetings, ZBA meetings and attends Conservation Commission and the Milton Historic District meetings when requested. Prepares and gives testimony when necessary.

Participate in professional organizations relating to position in order to remain current on technological and legal changes.

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principles and practices of zoning, planning and wetland regulations as applied to municipalities and legal procedures as related to the enforcement of regulations and statutes.

Ability to read and understand subdivision maps, site plans, building plans; knowledge of erosion control, drainage, building construction and site planning.

Ability to readily acquire a working knowledge of applicable zoning and wetland regulations and related departmental policies and procedures and to prepare a variety of records and reports.

Knowledge of the principles and practices of urban and regional planning to include working with other departments in developing near-term and long range development plans.

Compile and analyze data on economic, employment, social and physical factors affecting development.

Ability to make inspections, to follow oral and written assignments, and to ascertain facts through investigations.

Ability to develop and maintain effective working relationships with supervised employees and town officials.

Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies, and co-workers.

Ability to prepare and make budget recommendations for the departments

Report work accomplished to the First Selectman and to the various land use boards and commissions.

Ability to analyze Town needs and make recommendations as related to land-use planning.

## **QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor of Science Degree in Environmental Science or related field, or an Associate's Degree and/or special training in planning, architecture, or law and not less than one year of experience in zoning, planning or related regulation enforcement work, or any equivalent combination of education or experience. Current C.A.Z.E.O. certification as a Certified Zoning Enforcement Officer or the ability to successfully complete the C.A.Z.E.O. program and the D.E.E.P. Wetland Agent certification within two years.