

CITY OF SHELTON

PLANNING AND ZONING DEPARTMENT

JOB DESCRIPTION

TITLE: ASSISTANT ADMINISTRATOR PLANNING/ZONING ENFORCEMENT OFFICER

GENERAL DESCRIPTION:

This is a responsible position in the administration of the City's Planning and Zoning Department. The position also incorporates the enforcement and implementation of the City's zoning and subdivision regulations. The Assistant Administrator Planning/Zoning Enforcement Officer ("Assistant Administrator") also provides assistance to the Planning and Zoning Administrator in the planning and implementation of programs involved in economic development, transportation, housing, open space and recreation, community appearance, safety, social services, etc.

SUPERVISION RECEIVED:

Reports directly to and works under the general supervision of the Planning and Zoning Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the Assistant Administrator on specific actions.

SUPERVISION EXERCISED:

May, when assigned by the Administrator, supervise the work of clerical personnel as needed. Also responsible for supervising the work of the Zoning Enforcement Officer(s) and inspection personnel. The Assistant Administrator assumes responsibility in the Administrator's absence.

EXAMPLES OF DUTIES:

The Assistant Administrator assists in the general administration and day-to-day activities of the Planning and Zoning Department.

Assists the Administrator in the development and implementation of city programs and planning related matters.

Receives, reviews, and acts on applications for certificates of zoning compliance and on the basis of investigations, refers recommendations to the Administrator and Planning and Zoning Commission for action when necessary.

Reviews applications for site plans, subdivisions, and other developments for zoning compliance and other planning or zoning-related matters.

Makes reports on applications and developments to the Administrator and Planning and Zoning Commission.

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EXAMPLES OF DUTIES (con't):

Conducts and/or supervises field inspections in investigating applications for certificates of zoning compliance or in response to complaints received, and monitors for activities which are in violation of the zoning regulations.

Conducts and/or supervises routine inspections for ongoing building and construction, soil and erosion control measures, and for final zoning compliance certificates.

Consults with and advises applicants on zoning and subdivision regulations, ordinances and other related regulations, application information, and public hearing requirements.

Attends all meetings of the Planning and Zoning Commission, sub-committee meetings and other meetings where required.

Attends and assists in staff workshops with potential applicants and developers.

Maintains accurate files and records of all actions.

Reports to Administrator and assists on office coordination, policies and strategies.

Assists in the development and integration of "MuniCity" computer system for city land use departments.

Performs research and analysis on planning problems and solutions.

Assists in data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS software and databases.

Develops and coordinates statistical reports and analysis on department activities on a periodic basis, as determined by the Administrator.

Assists Administrator with writing meeting agendas, notices, and legal advertisements.

Provides staff support on the plan of conservation and development update and other studies as needed.

Performs related work as required by the Administrator or the Chairperson.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the local geography and theory and principles of zoning.

Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement.

Ability to implement and develop reports and statistical analysis on planning and zoning activities and systems development.

Ability to manage and direct subordinates on day-to-day activities and the execution of the department's long-term goals and strategies.

Ability to read blueprints, drawings, site plans, and subdivision layouts.

Ability to acquire knowledge and perform varied data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS databases.

Ability to generate and maintain records and documents in a professional manner.

Ability to work effectively with others and to deal effectively with the public.

Ability to establish and maintain effective working relationships with the Administration, the Planning and Zoning Commission, superiors, associates, subordinates, consultants, contractors, and the general public.

QUALIFICATIONS:

Associates Degree or higher with courses in a related field (planning, geography, engineering, statistics, administration, etc.) or in lieu thereof, high school graduate with not less than five (5) years employment in a responsible position involving planning, zoning, or related field, or an equivalent combination of education and experience, substituting on a year-for-year basis. Working knowledge of Geographic Information Systems databases, coverages, and linkages to various GIS databases preferred.

SPECIAL REQUIREMENT:

CAZEO certification required within three (3) years of employment.

CITY OF SHELTON JOB POSTING 03042021
PLANNING AND ZONING DEPARTMENT
JOB TITLE: ASSISTANT ADMINISTRATOR
PLANNING/ZONING ENFORCEMENT OFFICER
YEARLY SALARY: \$64,618-\$76,926

GENERAL DESCRIPTION:

This is a responsible position in the administration of the City's Planning and Zoning Department. The position also incorporates the enforcement and implementation of the City's zoning and subdivision regulations. The Assistant Administrator Planning/Zoning Enforcement Officer ("Assistant Administrator") also provides assistance to the Planning and Zoning Administrator in the planning and implementation of programs involved in economic development, transportation, housing, open space and recreation, community appearance, safety, social services, etc.

SUPERVISION RECEIVED:

Reports directly to and works under the general supervision of the Planning and Zoning Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the Assistant Administrator on specific actions.

SUPERVISION EXERCISED:

May, when assigned by the Administrator, supervise the work of clerical personnel as needed. Also responsible for supervising the work of the Zoning Enforcement Officer(s) and inspection personnel. The Assistant Administrator assumes responsibility in the Administrator's absence.

EXAMPLES OF DUTIES:

The Assistant Administrator assists in the general administration and day-to-day activities of the Planning and Zoning Department. Receives, reviews, and acts on applications for certificates of zoning compliance, applications for site plans, subdivisions, and other developments for zoning compliance and other planning or zoning-related matters, and on the basis of investigations, refers recommendations to the Administrator and Planning and Zoning Commission for action when necessary. Conducts and/or supervises field inspections for ongoing building and construction; soil and erosion control measures; for final zoning compliance certificates; for investigating applications for certificates of zoning compliance; monitors for activities which are in violation of the zoning regulations; and in response to complaints received. Attends all meetings of the Planning and Zoning Commission, sub-committee meetings, staff workshops and other meetings where required. Assists in the development and integration of "MuniCity" computer system for city land use departments. Assists in varied data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS software and databases. Assists Administrator with writing meeting agendas, notices, and legal advertisements. Performs other related work as required.

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The Planning and Zoning Assistant Administrator Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a working knowledge of Planning and Zoning functions. Experience in reviewing, maps, building plans, site and plot plans. Considerable knowledge of the local geography and theory and principles of zoning. Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement. Ability to manage and direct subordinates on day-to-day activities and the execution of the department's long-term goals and strategies. Ability to read blueprints, drawings, site plans, and subdivision layouts. Ability to acquire knowledge and perform varied data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS databases. Considerable ability to establish and maintain effective working relationships with the Administration, the Planning and Zoning Commission, superiors, associates, subordinates, consultants, contractors, and the general public.

EDUCATION, EXPERIENCE AND TRAINING:

Associates Degree or higher with courses in a related field (planning, geography, engineering, statistics, administration, etc.) or in lieu thereof, high school graduate with not less than five (5) years employment in a responsible position involving planning, zoning, or related field, or an equivalent combination of education and experience, substituting on a year-for-year basis. Knowledge of Geographic Information Systems databases, coverages, and linkages to various GIS software and databases preferred.

SPECIAL REQUIREMENT:

CAZEO certification required within three (3) years of employment.

STARTING SALARY RANGE: \$64,618 - \$76,926. This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO dated May 18, 2018. (Salary Classification M)

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

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YEARLY SALARY: \$64,618-\$76,926

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, April 9, 2021**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire.

PROBATIONARY PERIOD: Pursuant to Article VI Section 6.1 of the Collective Bargaining Agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO dated May 18, 2018, the successful applicant shall be considered probationary for six (6) months following the first day of work for the City of Shelton, unless otherwise modified.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF