

Town of North Branford

PLANNING AND ZONING ADMINISTRATOR/TOWN PLANNER

Planning and Zoning Administrator/Town Planner– The Town of North Branford is accepting applications from qualified individuals to serve as PZA/Planner. Responsible for administration of planning and zoning activities and actions regulated by the Inland Wetland and Watercourses Agency also providing professional technical planning advice to Town boards, commissions, departments and the public. Also serves as Wetlands Enforcement Officer and Deputy Zoning Enforcement Officer. A bachelor's degree in planning, urban studies or related field plus two (2) years experience in municipal planning and regulation enforcement. Master's degree in planning or a related field is preferred. An American Institute of Certified Planners Certification is desired. The town will consider equivalent combinations of education, experience, training and regulation enforcement which provide a demonstrated ability to perform the duties of the position.

Salary range: DOQ, plus benefits. Send application, cover letter, resume and references to: Town Manager's Office, 909 Foxon Road, North Branford, CT 06471, no later than Friday, January 22, 2021 by 4:00 p.m. EOE/AA

Job Description and application on the Town's website: www.townofnorthbranfordct.com

TOWN OF NORTH BRANFORD

PLANNING AND ZONING ADMINISTRATOR/TOWN PLANNER

Classification: Administrative
Grade: 8

Location: Town Hall
Date: June 3, 2014

General Purpose: Primarily responsible for administration of planning and zoning activities and providing professional technical planning advice to Town boards, commissions, departments and the public. Also serves as Deputy Zoning Enforcement Officer.

Supervision Received: Works under the administrative direction of the Town Manager.

Supervision Exercised: Provides general supervision to clerical and technical staff.

Essential Duties and Responsibilities: Collaborates with the Planning and Zoning Commission (PZC) and Zoning Board of Appeals (ZBA) in preparation of agendas, legal notices, conduct of hearings and review of plans. Develops plans for land use, including street layout, business, industrials and residential areas and transportation plans consistent with policies of the PZC. Assists in developing zoning plans and conducts studies. Examines and reports on sub-division applications and site plans with other Town Departments. Performs PZA assignments consistent with priorities established by the PZC. Investigates sub-division and zoning sites for conformance with plans. Researches, compiles and reports data and recommendations concerning the Plan of Development, transportation, land use, population, capital improvements and zoning maps and documents. Prepare reports for boards and commissions. Confers with applicants and the public. Performs administrative functions of the PZC. Researches special projects, as needed. Attends all PZC and Conservation and Inland Wetlands and Watercourses Agency meetings, as well as meetings of other Town boards and commissions, when required. Discusses planning and zoning-related problems with other Town officials. Prepares annual budget for the PZC for their review. Reads and explains current and new ordinances and regulations. Monitors applications for zoning permits and zoning compliance. Assists zoning enforcement program. Performs related work, as required.

Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of land use, capital improvements and community development planning. Some skills in map drafting. Ability to read, write and communicate effectively in English. Ability to read and interpret engineering data, maps and surveys. Ability to interpret and explain legislation, ordinances and regulations. Ability to compile information and present subsequent recommendations in a clear, concise manner, both orally and in writing. Ability to establish and maintain effective working relationships with Town officials and the general public.

Qualifications: Graduation from an accredited college or university with a bachelor's degree in planning, urban studies or related field plus two (2) years experience in municipal planning and regulation enforcement. Master's degree in planning or a related field is preferred. An American Institute of Certified Planners Certification is desired. The town will consider equivalent combinations of education, experience, training and regulation enforcement which provide a demonstrated ability to perform the duties of the position. Ability to perform the following physical activities: climbing, standing, walking over rough terrain and lifting up to twenty (20) pounds.

Special Requirements: Must have and maintain a valid State of Connecticut driver's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Town Manager

Revision History: January 7, 1997

Date of Town Council Approval: January 7, 1997

Effective Date: January 7, 1997

Date of Town Council Approval: June 3, 2014

Effective Date: June 3, 2014

**NORTH BRANFORD IS AN EQUAL EMPLOYMENT/AFFIRMATIVE ACTION
EMPLOYER**

MAYOR
ROBERT VIGLIONE

DEPUTY MAYOR
THOMAS ZAMPANO

TOWN MANAGER
MICHAEL T. PAULHUS



COUNCIL MEMBERS
ROSE MAIRE ANGELONI
MARIE E. DIAMOND
MICHAEL J. DOODY
JOSEPH E. FAUGHNAN
WALTER GOAD
RONALD PELLICCIA, JR.

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

APPLICATION FORM

INSTRUCTIONS FOR COMPLETION

Please complete all sections of this application. An incomplete application will not be considered. You may attach additional sheets for your responses. The selection process will involve a review of this application. The Town may require applicants to undergo a job-related testing procedure. Finalists will be invited to participate in a formal interview.

APPLICATION FOR THE POSITION OF:

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City, State Zip Code

TELEPHONE: _____
Home Cell Work

_____ Email address

PERSONAL DATA:

1. Are you over 18 years of age? Yes [] No []
2. Do you have the legal right to work in the United States? Yes [] No []
3. Have you ever served in the U.S. Armed Forces? Yes [] No []

(IF YES, YOU WILL BE REQUIRED TO PROVIDE A COPY OF YOUR DD214, SHOWING DISCHARGE STATUS)

In compliance with Federal nondiscrimination laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability. In addition, the Town complies with applicable state and local laws governing nondiscrimination in employment.

AN EQUAL OPPORTUNITY EMPLOYER M/F



PERSONAL DATA (continued):

4. Are you able to perform the essential functions listed in the job description without reasonable accommodation?
 Yes [] No []

If no, what can be done to accommodate your limitation? _____

5. How did you learn of our organization: _____

EDUCATION

Name of School/Program		Graduated	Type of Degree	Coursework /Major
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO		
GRADUATE SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
TECHNICAL SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO		
OTHER TRAINING OR PROFESSIONAL CERTIFICATIONS (Explain)				

Employment History:

Start with your current or most recent position and work backwards. Use additional sheets of paper if you need more space. **Resumes may be submitted but are not a substitute for the requested information.**

1. _____

Name of Employer	Employment Dates
_____	_____
Job Title	Final Salary
_____	_____

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

EMPLOYMENT HISTORY (continued):

2.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

3.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

4.

Name of Employer

Employment Dates

Job Title

Final Salary

Duties and Responsibilities: _____

Reason for Wanting to Leave: _____

Name and Title of Immediate Supervisor: _____

Telephone Number: _____

May we contact your **present employer** regarding your employment record? Yes [] No []

May we contact your **past employer(s)** regarding your employment record? Yes [] No []

