

TOWN OF SOUTHBURY

EXEMPT POSITION DESCRIPTION

Department: Planning Date: SBOS Approved 02/20/2020	Incumbent:	Title: Land Use Administrator Grade: 14
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Primary Accountabilities

Exercises discretionary and independent judgement to administer, enforce, and interpret State Statutes, Town of Southbury Ordinances and Regulations relating to Planning, and the Town of Southbury's Plan of Conservation and Development. Administers the land use regulatory process for the Planning, Zoning, and Inland-wetland Commissions. Coordinates the activities of the land use Boards and Commissions, outside agencies, and the public.

Provides technical assistance and support to the Board of Selectmen and all town land use agencies as appropriate. Responsibilities include attendance at evening meetings as required and to perform site inspections after hours and on weekends as needed. Prepares and manages department budget as delegated, administers department policies, and procedures.

Reports To

First Selectman for Administration and Communication.
Planning Commission for Operations.
Coordinates with the Zoning and Inland-wetland Commissions.

Consults With

Other Town agencies and staff as appropriate. The general public, Town Counsel, other legal counsel, land use consultants, contractors, developers and Central Naugatuck Valley Council of Governments.

Directly Supervises

Land-use Enforcement Officer , Land-use secretaries, others as may be assigned.

Duties and Responsibilities

Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development issues and land use. Provides technical advice, information and policy recommendations on matters related to land use development, zoning, capital improvements, subdivisions, storm water management and inland wetland issues. Responsible for guiding growth in accordance with the Plan of Conservation & Development document and updates every 10 years per state statutes.

Administers, supervises, reviews, evaluates and makes recommendations related to applications to the Planning Commission, such as special permits, site plans and subdivision approval, receive and release bonds, etc. Serves as professional staff to the Planning Commission in regards to implementing regulations and assisting the Commission regarding implementing planning practices and guiding development. Serves as professional staff to other Boards, Commission and Committees that address Land Use issues.

Serves as staff liaison to and coordinates the activities of the Planning Commission. Oversees staff and prepares appropriate documents for boards and commission including the preparation of: agendas,

minutes, legal notices, related correspondence, approvals, denials, special permits, security agreements, releases, etc.

Pursues and prepares grants related to land use issues and development and specifically oversees Farmers Market Grant.

Coordinates and manages GIS-Geographic Information System with various departments and vendor. Updates and maintains Town's maps and work with GIS system. Oversee and assigns Administrative Assistant to handle various data gathering and contact with vendor.

Assist customers at the counter with understanding development process with specific emphasis on which applications or permits are needed, assisting with completion of applications; use of GIS system to determine property line set backs and explain additional process if needed.

Ensure that all work is conducted in a safe manner and all work safety practices are followed.

Confers with and interprets code and regulation requirements to planners, builders, architects, engineers, surveyors, trades people, realtors, appraisers, lawyers and the public.

Assist all land use agencies with problem solving to promote a team effort to assist applicants with their project within the regulations on behalf of the Town's interests.

Provides staff support to the Planning, Zoning, and Inland-wetlands Commissions on all applications. Meets with applicants to maintain and coordinate the application process; serves as liaison to other public agencies; conducts mapping and data research in support of town planning projects; issues street numbers.

Reviews and/or causes to be reviewed all applications before the Planning, Zoning, and Inland-wetlands Commissions, prepares technical reviews, and drafts resolutions of decisions.

Advises potential applicants of what they should consider prior to completing an application; provides the appropriate application form; receives and reviews completed applications for completeness; advises applicant of plan consideration data by the Planning Commission.

Ensures that statutory time periods are followed regarding agendas, votes, legal notices, correspondence and applications.

Coordinates flow of applications between necessary referral agencies.

Prepares and administers the Land-use department budget as delegated; directs the daily operation of the Land-use office and meets with local media relative to Land-use applications/issues.

Coordinates any necessary reports and actions with various land use agencies, boards and commissions as they relate to actions by the Planning, Zoning, and Inland-wetlands Commissions, initiating discussions with them as may be necessary; coordinates with Town counsel on legal matters involving 111C Planning, Zoning, and Inland-wetlands commissions; confers with Zoning enforcement Officer on status and compliance of projects.

Facilitates review of bonding requirements and legal documents by conferring with Town counsel, attorneys and banks as necessary; follows bonding through development process and monitors their status

and advise commission on their progress. Consults with Selectman's office and Road Inspector as appropriate.

Periodically makes, and/or causes to be made, site inspections and drafts inter-agency reports relative to pending projects and bond issues.

Issues street numbers, researches and/or maps land uses and other data relating to planning studies and projects.

Attends Planning Commission meetings and other land use agency meetings as necessary.

Other Functions

Performs research and other duties as assigned.

Required Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of land use management, planning, and zoning regulations.

Thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions, land use and development.

Thorough knowledge of land use boards and commissions procedures.

Knowledge of GIS systems and ability to learn and interpret information on GIS and computer applications appropriate for office.

Ability to develop short term and long range comprehensive plans for land use administration.

Ability to read and interpret site plans, drawings and specifications.

Ability to perform technical research and analysis in the field of planning, land use and development.

Ability to administer and coordinate a municipal planning, land use and development operation.

Ability to establish and maintain effective working relationships with town staff, officials, state agencies, board and commission members, contractors, public, etc.

Must be able to review and present applications to the Planning Commission and other Land-use Boards and Commissions.

Ability to prepare oral and written reports, interpret surveys and utilize graphic materials.

Ability to establish and maintain positive working relationships and to deal diplomatically and effectively with other employees and the general public.

Ability to receive guidance and supervision; follow work rules and procedures; meet deadlines, punctuality and attendance standards.

Ability to respect confidentiality with citizens and developers and apply FOI when appropriate.

Ability to accept responsibility for the leadership, direction, control, planning, organizing, directing, supervising, formulating practices, or making final decisions.

Required Equipment Operations

Ability to operate standard office equipment including but not limited to telephone, copy machine, computer, camera, GPS, IPAD, facsimile machines; able to use scales of various measures; drives a motor vehicle.

Required Physical Effort

Sitting at a desk or standing at an assigned location and working continuously for extended periods of time utilizing various office equipment; Lifting and carrying up to 20 pounds of supplies, equipment, permit plans and files without assistance.

Required Qualifications (Minimum)

B. A. Degree in Planning or related field, supplemented with college courses relating to municipal planning and over five years of experience in the land use field and GIS. American Institute of Certified Planners (AICP) and GIS experience a plus. A combination of above experience and education may be considered. Master's degree preferred.

Special Requirements:

CAZEO certification or obtain within 2 years of appointment and valid driver's license. AICP (American Institute of Certified Planners) Certification preferred or to be obtained within two years of hire.