

## Town of Hamden

### Assistant Town Planner

**Classified/ Competitive**  
**Department: Planning & Zoning**

**B.U.: UPSEU, Unit #23**  
**Salary: Range 3**

**Position Definition:** Provides assistance to the Town Planner in the areas of municipal planning, site plan reviews, environmental protection and related areas.

**Supervision Received:** Receives policy direction and administrative supervision from the Town Planner. Performs work with considerable independence in compliance with accepted standards and sound planning principles.

**Supervision Exercised:** Provides general supervision to staff on a daily basis as it relates to department workload and schedules. This position shall provide supervision to staff members regarding daily work activities as required, troubleshoots problem situations and in the absence of the Town Planner shall assume the responsibilities of the same. Establishes priorities within general work assignments, consultants with the Town Planner on administrative and technical matters as needed.

**Examples of Essential Duties:** Undertakes specific projects related to land use planning and land use and environmental protection. Projects may involve the preparation of reports and maps. Assists in the management of the department's tracking systems and mapping applications. Coordinates the availability of maps to the public. Assists in answering inquiries from the public, realtors, builders, attorneys, architects, planners, etc. on allowed uses of property and the processes to follow to obtain municipal approval. Assists the Town Planner in reviewing plans and maps associated with special permit, site plan, subdivision, re subdivision, simple split, lot line revisions, building additions and smaller scale new construction applications as well as proposed amendments to the Zoning Regulations and Zoning Map.

Assists in the determination of completion of performance bond requirements; attends evening meetings of Legislative Council, Planning & Zoning Commission, Natural Resources and Open Space Commission, Farmington Canal Commission, Inland Wetlands Commission, Zoning Board of Appeals, and other meetings as directed by the Town Planner. Assists with the reporting requirements of the department to state and federal agencies. Performs related duties as assigned by the Town Planner.

**Minimum Qualifications Required:** A Bachelors degree in Urban Planning, Public Administration, or a closely related field of study is required and two (2) years of directly related job experience. A Masters Level degree in Urban Planning or Public Administration or specifically related field is desirable. Membership in the American Institute of Certified Planners is highly desirable.

**Knowledge, Skills and Abilities Required:** Knowledge of the principals and practices of municipal planning. Knowledge of the principals and practices of ecology and natural resources management. Experience reviewing the site plans and maps. Experience with GIS mapping software highly desirable. Knowledge and proficiency in basic computer skills. Ability to work with others in a team approach. Ability to research issues and prepare technical reports in a clear manner. Ability to communicate to the various publics served by the Planning Office. Ability to obtain and apply the latest laws and professional practices.

**License or Certification:** AICP certification or ability and eligibility to obtain within two (2) years. A Connecticut Motor Vehicles Operator's License is required.

**Physical, Mental, Exertion/Environmental Conditions:** There is some stress in interacting with the public and the building trades. Ability to work in all weather conditions including heat, cold, rain or snow. Must be able to walk on rough terrain and remain on feet for extended periods of time. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move application files to and from meetings in various locations. Must be able to hear clearly (correctable to within normal limits) and to see (vision correctable to 20/20) to make inspections and to complete applications and forms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on November 8, 2016.