

**TOWN OF HAMDEN
TOWN PLANNER**

**Unclassified/Non-Competitive
Mayoral Appointment**

**Non-Bargaining Unit Position
Salary: \$92,000.00**

Position Definition: Plans, organizes and directs a comprehensive program of municipal planning and development in the functional areas of land use, economic development, housing, population trends, community potable water and waste water needs, transportation and related municipal planning services. Provides technical consultation and administrative assistance to all land use commissions and boards. Performs work with considerable independence.

Supervision Received: Receives policy direction and administrative supervision from the Mayor and consults with the Mayor on matters of policy.

Supervision Exercised: Provides general direction to the Assistant Town Planner, supervises professional and enforcement staff, and provides general supervision to administrative and clerical employees of the Planning and Zoning Department.

Examples of Essential Job Duties: Responsible for developing and implementing the Town of Hamden's Plan of Conservation and Development (POCD). Evaluates short and long-term municipal development needs and opportunities of the community. Oversees studies related to population, land use, housing, transportation, the environment, open space, residential and commercial development, economic and social conditions, historic preservation, community appearance, physical infrastructure and public facilities, and related matters. Prepares reports and presents findings for consideration and action to land use commissions such as the Planning and Zoning Commission, the Inland Wetlands Commission, the Zoning Board of Appeals, and the Natural Resources and Open Space Commission. Oversees and coordinates with assessment, building, engineering, health, public works and public safety administrators the site plan review of proposed residential, commercial and other developments for recommendations to the several land use commissions.

Oversees the preparation, maintenance, and storage of maps depicting land use, zoning districts, and physical and social features of the community. Arranges for the convenient use of maps and other department reports and documents by the public. Coordinates with GIS consultants on integration of planning information and materials into system. Provides technical services to a variety of Town Boards, Commissions and Committees; provides staff support to the Planning and Zoning Commission by assisting with meetings, preparing reports and implementing policy set by the Commission. Directs expenditures of departmental funds, performs related work as required.

Minimum Qualifications Required: A Master's degree in Urban Planning, and eight (8) years of increasingly responsible experience in urban/community development, or municipal planning; or a Bachelor's degree in Urban Planning or some closely related field plus ten (10) years of increasingly responsible experience in municipal planning, or an equivalent combination of education and practical work experience.

Knowledge, Skills, and Abilities: A comprehensive knowledge of the principles and practices of urban land use planning. A thorough understanding of state statutes pertaining to town and regional planning, including full knowledge of zoning and subdivision regulations is required. Must have a proficiency in department-specific computer software applications and have a general knowledge of integrated software such as GIS, Microsoft Office and its applications including Word and Excel. The ability to administer a multipurpose planning and zoning enforcement team is necessary. Must be able to apply principles of urban planning to define problems, collect data, establish facts, and draw valid conclusions. Ability to give precise and concise written and oral instructions and work effectively with staff members, Commission members and the general public; and to establish and maintain positive relationships with those contacted and to speak effectively before groups is required. Ability to apply State, and Federal laws, Town Ordinances, departmental policies, procedures, rules and regulations to determine necessary action. Ability to review, interpret, and disseminate technical information to the proper authorities. Ability to understand municipal operations and to manage their budgetary impact is essential.

License or Certificate: Current Connecticut Motor Vehicle Operator's License. Certification as a Planner by the American Institute of Certified Planners desirable.

Physical, Mental Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions and background noise. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Exposure to computer screen for report writing and data entry is necessary and may require periodic breaks from screen. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

Note: The above tasks and responsibilities are illustrative only. 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.

This classification is a Mayoral appointed position which requires Legislative Council approval.