



# Town of Branford Job Announcement

## Town Planner

**Department:** Zoning and Planning

**Employment Type:** Exempt/Full Time

**Location:** Branford Town Hall, 1019 Main  
Street, Branford 06405

**Hours:** Monday-Friday, some evenings

**Pay Range:** \$100,111.42 to \$125,139.28 per  
fiscal year

**PLEASE SEND YOUR RESUME & COVER LETTER TO: [CAREERS@BRANFORD-CT.GOV](mailto:CAREERS@BRANFORD-CT.GOV)**

Are you ready to join the Town of Branford's Senior Leadership Team as the **Town Planner**? You will plan, organize, conduct and supervise a comprehensive planning and development program for the Branford community including zoning enforcement and administration, commercial and residential planning, subdivisions, open space, and grants. This will include managing a staff of three full time professionals, consultants as needed, working with the Town's various Boards and Commission, the Town's First Selectman and RTM.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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 is similar, related or a logical assignment to the position.)*

- Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, or other plans

and codes to meet the Town's needs and any inter-governmental agreements or requirements.

- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the Town and makes recommendations.
- Evaluates land use proposals to insure compliance with applicable Town, State or Federal laws. Approves, signs permits, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Supervises and makes field visits to potential development and construction sites and evaluates compliance with regulations and determines if enforcement is warranted.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to permits, maps, blueprints, overlay, and sketches pertinent to community development programs and projects.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of planning groups composed of Town, Regional or State groups.
- Prepares and writes grant application components relating to geographic, maps, site plans, etc.
- Works with Economic Development Manager to recruit new businesses and retain businesses in Town.
- Responds to local citizens inquiring about Town planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Assists Town staff in the enforcement of local ordinances and in interpreting Town codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Approves and signs permits, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Appears in court to defend or advance the Town's position when necessary
- Prepares specifications for consulting services and oversees, supervises and coordinates consulting services in planning, including the review and updating of the Town's Plan of Conservation and Development.
- Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions or supervises staff that work with boards and commission including the preparation of commission related correspondence, approvals, denials, bond agreements and releases, etc.
- Evaluates environmental information such as coastal reviews and recommends mitigation measures to reduce adverse impacts of development.
- Develops department policies and procedures and assigns, trains, supervises, counsels and evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees.
- Prepares and administers operating budget for department; presents budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Submits oral and written reports to Town officials and state agencies.
- Attends meetings of the Planning and Zoning Commission.

### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Assists other department staff as needed to promote a team effort to serve the public.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible technical, administrative, management and supervisory responsibilities requiring a strong knowledge of the planning regulations and state statutes, familiarity with other applicable land use related codes, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish implementation of planning and zoning regulations.

*Supervision Received:* Works under the general direction of the First Selectman following professional standards, procedures and policies.

*Supervision Given:* Supervises administrative staff person, Zoning Enforcement Officer and Assistant Town Planner, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

The qualifications required would generally be acquired with a master's degree in urban and regional planning, community development or related degree from an accredited college or program and have over seven (7) years of experience in planning or community development and over three (3) years of supervisory experience or any equivalent combination of education, training and work experience.

#### **Special Requirements:**

Must have and maintain: Valid CT Drivers License. AICP (American Institute of Certified Planners) designation preferred

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of land use management, planning, and zoning enforcement; 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 computer applications appropriate for office; knowledge of labor relations.

*Ability:* 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 municipal planning department; ability to analyze, interpret and explain complex planning/zoning regulations, ordinances, reports and studies; ability to deal effectively with Town staff and officials, developers, attorneys, and the public; ability to write and administer grants with appropriate staff; ability to work with and provide policy recommendations to boards and commission; ability to multitask ; ability to assign, train, and supervise technical, professional and clerical staff; ability to prepare and administer an operating budget for the department; ability to prepare and present technical and narrative reports in oral and written form.

*Skill:* Excellent verbal and written communication skills; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; aptitude for working with drawings and development proposals; skill in using the mentioned office equipment; skills associated with the supervision and training of staff

### **Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or developers via telephone and at the counter; frequently required to perform inspections of outdoor development projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to inspect complaints from citizens or review progress of developments

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, contractors, property owners, business owners, real estate agents, title searchers, engineers, architects, public utility agencies, Town Attorney, Town staff, Town Officials from other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in delay of services, legal ramifications and potential liability

### **Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Inspect Development Projects		X		
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This position description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates who are offered positions must successfully pass a substance abuse test, and background screening given at the Town's expense.**

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