



JOB POSTING

CITY OF SHELTON JOB POSTING 06252026

LOCATION/DEPARTMENT: PLANNING & ZONING

TITLE: PLANNING AND ZONING ADMINISTRATOR

SALARY: \$98,526 – \$117,293

GENERAL DESCRIPTION:

The Planning and Zoning Administrator is a senior-level professional and managerial position responsible for the administration, coordination, and daily operation of the City of Shelton Planning and Zoning Department. The position oversees departmental staff, manages regulatory and administrative functions, and serves as the primary point of coordination for planning and zoning matters involving the Planning and Zoning Commission, municipal departments, applicants, consultants, and the general public.

The Administrator is responsible for receiving, reviewing, and managing all planning and zoning applications, inquiries, referrals, and complaints, including but not limited to zoning compliance, certificates of occupancy, subdivisions, site plans, zoning amendments, special permits, signage, and related regulatory actions. The position ensures applications are complete, properly reviewed, and prepared for Commission consideration in accordance with local regulations, state statutes, and applicable procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor or the Mayor's designee with respect to departmental operations, personnel management, work rules, and office procedures.

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, and clerical staff within the Planning and Zoning Department, including assignment of work, performance evaluation, and staff development.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and manages the daily operations of the Planning and Zoning Department, ensuring efficient, accurate, and consistent administration of all planning and zoning functions.
- Reviews all zoning, subdivision, site plan, and related applications for completeness and regulatory compliance; coordinates referrals to internal departments, regional agencies, and external authorities as required.
- Processes applications for Planning and Zoning Commission consideration; maintains logs, records, files, permits, certificates, correspondence, and enforcement documentation.
- Prepares Planning and Zoning Commission meeting agendas, legal notices, referrals to adjacent municipalities and regional planning agencies, and supporting reports and memoranda.
- Drafts and reviews legal notices, decisions, and correspondence; coordinates with legal counsel and technical consultants when appropriate.
- Manages the receipt, tracking, and accounting of application filing fees and related revenues.
- Oversees public inquiries, complaints, and enforcement matters; works with property owners and applicants to resolve zoning violations, non-compliance issues, and abatement actions with professionalism and fairness.
- Administers the issuance of zoning certificates, approvals, determinations, and letters of non-compliance in accordance with applicable regulations.
- Reviews building, zoning, subdivision, and site plans and advises applicants, developers, and the public on compliance requirements and available regulatory options.
- Coordinates planning and zoning activities with other municipal departments to ensure consistency and interdepartmental communication.
- Supervises and/or conducts field inspections related to zoning compliance, complaints, ongoing construction, and approved site plans.
- Manages and maintains departmental computer systems, databases, and electronic records.
- Oversees accurate and complete recordkeeping of all Planning and Zoning Department actions and decisions.
- Supervises staff involved in updates to the Plan of Conservation and Development and other planning studies as required.
- Schedules, assigns, and reviews staff work; evaluates performance and provides guidance and training as needed.

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- Participates in Mayoral staff meetings, conducts departmental work sessions, and represents the Department at meetings as required.
- Attends all meetings of the Planning and Zoning Commission and other boards or committees as necessary.
- Performs related duties as required to support the mission and responsibilities of the Department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of municipal planning and zoning principles, practices, and procedures.
- Working knowledge of zoning regulations, subdivision regulations, site plan review, and related state statutes, with the ability to acquire advanced proficiency.
- Ability to interpret maps, site plans, building plans, surveys, and legal descriptions.
- Knowledge of the roles and interrelationships of municipal departments and external agencies involved in land use regulation.
- Proficiency or ability to acquire proficiency in computer applications, permitting systems, and software used in planning and zoning administration.
- Strong oral and written communication skills, including the ability to prepare clear reports, legal notices, and correspondence.
- Ability to enforce regulations firmly, consistently, and tactfully while maintaining positive public relations.
- Ability to establish and maintain effective working relationships with elected officials, commission members, staff, consultants, contractors, applicants, and the general public.

EDUCATION, EXPERIENCE, AND TRAINING:

- Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Business Administration, or a closely related field; or equivalent practical governmental experience in place of formal education.
- Minimum of three (3) years of responsible municipal or planning-related experience.
- Minimum of two (2) years of supervisory or management experience.
- An equivalent combination of education and qualifying experience may be substituted on a year-for-year basis.

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ADDITIONAL QUALIFICATIONS:

- Demonstrated sensitivity to public service and the ability to communicate complex regulatory information clearly and patiently.
- Clear understanding of the administrative role of the Planning and Zoning Administrator and the policy-making authority of the Planning and Zoning Commission as defined by state statutes, city charter, ordinances, and regulations.

HOW TO APPLY: Applicants must complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

OPEN EXAMINATION TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. Pursuant to Article VII of the Merit System, qualified candidates will be invited to participate in scored interview examination(s). The examination(s) will consist of the applicant's understanding of procedures, methods, and responsibilities of the Planning and Zoning Administrator and Department, management skills, applicant's knowledge, skills, and abilities in all phases of Federal, State, and Local laws, regulations, as they pertain to the position, and applicable ordinances and policies of the City of Shelton.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for twelve (12) months following the first day of work in this position for the City of Shelton.

JOB CLASSIFICATION and SALARY: \$98,526 - \$117,293 per the Collective Bargaining Agreement between the City of Shelton and the UPSEU United Public Service Employees Union. Local 424-Unit 122 Shelton Supervisors.

APPLICATION CLOSING DATE: Applications will be accepted until **Monday, July 06, 2026 5:30 p.m.**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484. This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

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