CITY OF SHELTON
PLANNING AND ZONING DEPARTMENT
JOB DESCRIPTION

TITLE: PLANNING AND ZONING ASSISTANT ADMINISTRATOR

SUPERVISION RECEIVED:
Reports directly to and works under the general supervision of the Planning and Zoning Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the Assistant Administrator on specific actions.

SUPERVISION EXERCISED:
May, when assigned by the Administrator, supervise the work of clerical personnel as needed. Also responsible for supervising the work of the Zoning Enforcement Officer(s) and Zoning Inspectors. The Assistant Administrator assumes responsibility in the Administrator's absence.

EXAMPLES OF DUTIES:
The Assistant Administrator assists in the general administration and day-to-day activities of the Planning and Zoning Department.
Prepares reports on applications and developments to the Administrator and Planning and Zoning Commission. Assists Administrator on the Plan of Conservation and Development and future development plans. Performs research and analysis on planning problems and solutions.
Assists in data gathering and entry to create, maintain, display and update Geographic Information Systems databases. Develops and coordinates statistical quarterly and bi-annual reports and analyses on department activities.
Reviews site plans, subdivisions, regulation amendments, zoning map changes, and other zoning applications.
Receives, reviews, and processes applications for Certificates of Zoning Compliance and on specific applications, conducts investigations and refers recommendations to the P&Z Administrator and Commission for action.
Conducts routine field inspections for proper installation of soil and erosion control measures, certifies compliance with approved zoning permits, monitors ongoing development activities, and approves Final Zoning Compliance Certificates.
Consults with and advises applicants on zoning and subdivision regulations, application information, and public hearing requirements.
Attends meetings of the Planning and Zoning Commission, sub-committee meetings, and other meetings as required. Attends and assists in staff workshops with potential applicants and developers.
Assists Administrator with writing meeting agendas, notices, and legal advertisements.
Performs related work as required by the Administrator or the Chairperson.
KNOWLEDGE, SKILLS, AND ABILITIES:
Considerable knowledge of the local geography, land disturbance and development practices, and the theory and principles of zoning. Ability to read blueprints, drawings, site plans, and subdivision layouts.
Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement.
Ability to implement and develop reports and statistical analysis on planning and zoning activities and systems development.
Ability to manage and direct subordinates on day-to-day activities and the execution of the department's long-term goals and strategies.
Ability to acquire knowledge and perform varied data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS databases.
Ability to generate and maintain records and documents in a professional manner. Ability to work effectively with others and to deal effectively with the public.
Ability to establish and maintain effective working relationships with the Administration, the Planning and Zoning Commission, superiors, associates, subordinates, consultants, contractors, and the general public.
Ability to stand for over an hour and walk challenging job sites with mud, steep slopes, and debris. Requires fieldwork at all times of the year, especially in poor weather conditions.
Proficient in Microsoft Word, Excel, and Outlook, and ability to learn other permitting software. Working knowledge of Geographic Information Systems preferred.

QUALIFICATIONS:
Associates Degree or higher with courses in a related field (planning, geography, engineering, administration, etc.) with not less than three (3) years employment in a responsible position involving planning, zoning, or related field, or an equivalent combination of education and experience, substituting on a year-for-year basis.

SPECIAL REQUIREMENT:
Must have a valid Connecticut Class 3 drivers license. CAZEO certification is preferred. AICP certification is preferred.
CITY OF SHELTON JOB POSTING 03232022
PLANNING AND ZONING
JOB TITLE: ASSISTANT ADMINISTRATOR, PLANNING AND ZONING
ANNUAL SALARY: $67,393.20 - $80,230.00

GENERAL DESCRIPTION:
This is a responsible position in the administration of the City's Planning and Zoning Department. The Assistant Administrator provides assistance to the Planning and Zoning Administrator in the planning and implementation of programs involved in economic development, transportation, housing, open space and recreation, community appearance, safety, social services, etc. The position also incorporates the enforcement and implementation of the City's zoning and subdivision regulations.

SUPERVISION RECEIVED:
Reports directly to and works under the general supervision of the Planning and Zoning Administrator. The Planning and Zoning Commission, through the Chairperson, shall have the ability to direct the Assistant Administrator on specific actions.

SUPERVISION EXERCISED:
May, when assigned by the Administrator, supervise the work of clerical personnel as needed. Also responsible for supervising the work of the Zoning Enforcement Officer(s) and Zoning Inspectors. The Assistant Administrator assumes responsibility in the Administrator's absence.

EXAMPLES OF DUTIES:
The Assistant Administrator assists in the general administration and day-to-day activities of the Planning and Zoning Department.
Prepares reports on applications and developments to the Administrator and Planning and Zoning Commission. Assists Administrator on the Plan of Conservation and Development and future development plans. Performs research and analysis on planning problems and solutions.
Assists in data gathering and entry to create, maintain, display and update Geographic Information Systems databases. Develops and coordinates statistical quarterly and bi-annual reports and analyses on department activities. Reviews site plans, subdivisions, regulation amendments, zoning map changes, and other zoning applications.
Receives, reviews, and processes applications for Certificates of Zoning Compliance and on specific applications, conducts investigations and refers recommendations to the P&Z Administrator and Commission for action. Conducts routine field inspections for proper installation of soil and erosion control measures, certifies compliance with approved zoning permits, monitors ongoing development activities, and approves Final Zoning Compliance Certificates.
Consults with and advises applicants on zoning and subdivision regulations, application information, and public hearing requirements.
Attends meetings of the Planning and Zoning Commission, sub-committee meetings, and other meetings as required. Attends and assists in staff workshops with potential applicants and developers. Assists Administrator with writing meeting agendas, notices, and legal advertisements. Performs related work as required by the Administrator or the Chairperson.
CITY OF SHELTON JOB POSTING 03232022
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JOB TITLE: ASSISTANT ADMINISTRATOR, PLANNING AND ZONING
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KNOWLEDGE, SKILLS, AND ABILITIES:
Considerable knowledge of the local geography, land disturbance and development practices, and the theory and principles of zoning. Ability to read blueprints, drawings, site plans, and subdivision layouts. Working knowledge of technical codes and ordinances related to zoning and principles and procedures of interpretation and enforcement. Ability to implement and develop reports and statistical analysis on planning and zoning activities and systems development. Ability to manage and direct subordinates on day-to-day activities and the execution of the department's long-term goals and strategies. Ability to acquire knowledge and perform varied data gathering and entry to create, maintain, display and update Geographic Information Systems databases, coverages, and linkages to various GIS databases. Ability to generate and maintain records and documents in a professional manner. Ability to work effectively with others and to deal effectively with the public. Ability to establish and maintain effective working relationships with the Administration, the Planning and Zoning Commission, superiors, associates, subordinates, consultants, contractors, and the general public. Ability to stand for over an hour and walk challenging job sites with mud, steep slopes, and debris. Requires fieldwork at all times of the year, especially in poor weather conditions. Proficient in Microsoft Word, Excel, and Outlook, and ability to learn other permitting software. Working knowledge of Geographic Information Systems preferred.

QUALIFICATIONS:
Associates Degree or higher with courses in a related field (planning, geography, engineering, administration, etc.) with not less than three (3) years employment in a responsible position involving planning, zoning, or related field, or an equivalent combination of education and experience, substituting on a year-for-year basis.

SPECIAL REQUIREMENT:
Must have a valid Connecticut Class 3 drivers’ license. CAZEO certification is preferred. AICP certification is preferred.

HOW TO APPLY: Applicants may 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.
CITY OF SHELTON JOB POSTING 03232022
PLANNING AND ZONING

JOB TITLE: ASSISTANT ADMINISTRATOR, PLANNING AND ZONING

ANNUAL SALARY: $67,393.20 - $80,230.00

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. Friday, April 15, 2022, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written test (50%) and oral interview (50%) will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City’s Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: $67,393.20 - $80,230.00 per the collective bargaining agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO [full time non-supervisory administrative and clerical employees].

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