



TOWN PLANNER

The Town of Stratford is currently accepting applications for the position of
Town Planner for the Planning & Zoning Department

GENERAL DESCRIPTION:

This is highly responsible professional and administrative work involving the preparation of the Town's Plan of Development and related land use/development policies and studies. Work involves responsibility for serving as primary staff to the Planning Commission and as secondary staff to the Zoning Commission and Board of Zoning Appeals, as needed. Duties include drafting proposed land regulations, analyzing technical data, and making policy recommendations. The position requires supervision of support staff and consultants or interns as available. Position requires that the employee have thorough knowledge, skill and ability in the areas of planning and land use and considerable knowledge of zoning practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Planning and Zoning Administrator and, as staff to the Planning Commission, implements their policies and carries out their directives.

SAMPLES OF DUTIES:

- Organizes long-range planning functions for the Town.
- Prepares Town Plan of Development updates and special purpose planning studies for consideration by the Planning Commission.
- Oversees consultants or other personnel, as available, in the development of planning documents.
- Serves as primary staff to the Planning Commission under the general direction of the Planning and Zoning Administrator.
- Reviews applications before the Planning Commission and prepares agenda and legal advertisements as required.
- Prepares base and overlay maps for planning and zoning purposes.
- Oversees the development and maintenance of the Town's database.
- Serves as town planning liaison for special projects, boards and committees.
- Assists with the preparation of the Town Capital Improvements Program as assigned.
- Prepares revisions and updates to the Zoning Ordinance and other land use regulations.
- Assists other departments, local agencies, and general public with development and demographic information on the Town. Where feasible, assists with the preparation of grant applications.
- Acts in place of Planning and Zoning Administrator during their absence.
- Prepares planning staff review comments for petitions to the Planning Commission and the Zoning Commission.
- Performs related duties as assigned.



KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively via oral and written presentations.
- Knowledge of basic planning principals and practice.
- Ability to work with local officials and neighborhood groups.
- Ability to supervise support staff and consultants.
- Through knowledge of one or more planning disciplines, e.g., housing, transportation, etc.
- Ability to perform quantitative analysis, preferably experience with micro-computers.
- Knowledge of administrative techniques

QUALIFICATIONS:

Master's degree in planning plus two (2) years relevant municipal planning experience OR Bachelor's Degree in planning, architecture or landscaping architecture plus four (4) years relevant municipal planning experience.

SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

SALARY RANGE:

\$85,919.63-\$116,163.99 DOE

Applications can be found on the town's website www.stratfordct.gov/page/human-resources and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615. EOE

The Town of Stratford is an equal opportunity employer. Female and minority candidates are encouraged to apply.