



## VACANCY ANNOUNCEMENT

### PLANNING & ZONING DEPARTMENT –

### ASSISTANT TOWN PLANNER

**Closing Date: 2/26/2021**

***Salary: \$61,944 – \$67,623 annually***

**TOWN OF ENFIELD  
JOB DESCRIPTION  
PLANNING**

#### **ASSISTANT TOWN PLANNER**

**GENERAL STATEMENT OF DUTIES:** Responsible position involving assisting the Director of Planning and Community Development in the planning and carrying out of studies and work related to community development land use and other activities.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director of Planning and Community Development.

**SUPERVISION EXERCISED:** May supervise clerical staff.

**ESSENTIAL JOB FUNCTIONS:** Performs land use studies and recommends proposed legislation relative to use and occupancy of land and buildings; accumulates and analyzes statistical data; advises the Inland wetlands and Watercourses Agency and Conservation Commission as required; performs administrative functions as required; performs Inland Wetlands enforcement activities; recommends and researches amendments to zoning ordinances, wetland regulations and the plan of development; performs related work as required; advises the Historic District Commission; reviews and issues sign permits; performs landscape inspection; regular & punctual attendance.

**OTHER JOB FUNCTIONS:** Conducts special studies and prepares recommendations for orderly community development; makes studies and plans relating to community development problems; assists the Director of Planning and Community Development in making recommendations as to the general location and character of

streets, bridges, boulevards, esplanades, squares, parks, playgrounds, playfield, aviation field, parking spaces, public buildings and facilities and terminals of public utilities whether publicly or privately operated; advises the Planning and Zoning Commission concerning zoning, subdivision, land development problems and proposals; advises Zoning Board of Appeals and Historic District Commission as required; reviews building permits for wetlands compliance; covers for Zoning Enforcement Officer in his/her absence.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb; balance; stoop; kneel; crawl; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

Must perform highly complex and varied tasks requiring independent knowledge and ability to exercise independent judgment.

The noise level in the work environment is usually quiet in the office and moderate in the field.

### **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of zoning, subdivision and land use principles and practices; knowledge of the sources of data regarding sociological, economic and financial factors of community development; considerable ability in the analysis and solution to major problems and the development of data and recommendations influencing policy. Considerable ability to do technical research and comprehensive studies in areas related to community planning; considerable ability to accumulate, analyze and compile statistical and technical data; ability to make and to interpret sketches, designs maps and detailed drawings; ability to prepare written reports of department operations; ability to deal with the public, Town officials, and associates in a courteous manner. Knowledge of principles and practices of wetlands enforcement and erosion control.

**EXPERIENCE AND TRAINING:** Bachelor's degree in geography, planning or public administration or some related field and three (3) years experience in the field of municipal planning or equivalent combination of

education and experience. Should be or have the ability to become member of American Planning Association within one year of employment.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2/1/99

Apply on-line at [www.enfield-ct.gov](http://www.enfield-ct.gov)

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F**