

PLANNING AND COMMUNITY DEVELOPMENT SPECIALIST



POSITION SUMMARY:

The Planning & Community Development Specialist performs professional and administrative work through the review of development proposals and the provision of technical guidance on regulatory codes compliance and enforcement related to zoning and wetlands. The position manages projects from application through final inspection and certification. Work is distinguished by work on the adoption of ordinances and modifications to regulatory language and technical guidance to the public and various boards. This position requires a high level of independent judgement and discretion in making position-related decisions where the potential impact could be moderate in terms of negative impact on goals of the organization and/or financial or legal repercussions.

SUPERVISION:

This position receives direction from the Director of Planning and Community Development and acts as a lead worker for other staff members.

ESSENTIAL FUNCTIONS:

An employee in this position performs any or all the following essential functions. This is not an all-inclusive list of the duties which the employee may be expected to accomplish. To be successful in this position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s).

- Serves as the staff liaison for the Wetlands Commission and Zoning Board of Appeals, attending monthly evening meetings.
- Regulates land development in accordance with zoning regulations and state/federal codes.
- Reviews and processes site plan applications and development proposals, ensuring compliance with zoning, environmental, and building standards.
- Coordinates with commissions and boards to support decision-making on land use, environmental protection, and community planning.
- Conducts site inspections to confirm zoning and/or environmental compliance.
- Prepares and maintains zoning maps and records for public and commission use.
- Assists in the preparation of community development plans and sustainability initiatives.
- Provides technical support for special event permits, temporary signage, and other development-related approvals.
- Maintains permitting systems to support planning and development activities.
- Researches, drafts and recommends policies and procedures for a division or organizational component of a department, as well as interprets and applies department policies in a consistent manner.
- Follows all workplace practices and adheres to employment and safety policies, procedures, ordinances as adopted.
- Keeps up to date on industry trends and maintains required training, licensure, and/or certification(s).
- Performs other duties as assigned. Essential duties may change, without or without notice, to meet the changing organizational or operational needs.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:



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Bachelor's degree in Planning, Public Administration, Environmental Science, Landscape Architecture, or related field and at least four years of experience; or an equivalent combination (8 years) of training and experience which provides for a proficient level of knowledge and skills below.

LICENSE AND/OR CERTIFICATION:

- Valid Driver's License.
- Certification from the Connecticut Association of Zoning Enforcement Officers (CAZEO)

KNOWLEDGE AND SKILLS:

- Knowledge of map comprehension, code enforcement strategies, and technical writing.
- Knowledge of environmental function.
- Knowledge and understanding of civil engineering concepts and project management.
- Knowledge of prioritization and scheduling methods.
- Knowledge of local, State, and Federal regulations, laws and administrative policies governing land use and development.
- Knowledge of best practices in public sector planning and development.
- Knowledge of systems and software including uses and capability.
- Skill in written and verbal communication consistent with position expectations.
- Skill in providing information to the public, contractors or others with a mutual interest in department functions, including handling more complex interactions related to department operations and internal and external contacts requiring skill dealing with and influencing others.
- Skill in operating a personal computer, applicable software, and peripheral equipment to create databases, spreadsheets, or reports and perform all aspects of position responsibilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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 accommodation(s) may be made to enable individuals with disabilities to perform the essential job functions in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

The physical requirements for this position regularly include the ability to sit, move about the office, talk, hear, handle objects, and reach with hands and arms. The job occasionally requires the incumbent to walk on uneven terrain, climb ladders and/or stairs, crouch and stoop, operate a vehicle and occasionally transfer and/or move up to twenty-five (25) pounds. Specific daily vision abilities required by this job include close vision and the ability to adjust vision. The occasional physical requirements for this position include operating a vehicle to attend off-site or community-based meetings and events and include the ability to sit or stand for extended periods of time or conduct public presentations.

The work environment for this position includes both an office setting as well as off-site or outdoor work. The employee may occasionally be exposed to adverse weather conditions and other unpleasant conditions such as heat, cold, wetness, and humidity, dim or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical current, and heavy machinery.

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The Town of Avon, CT, is an equal opportunity employer, and we prohibit discrimination and harassment of any kind based on any protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices.