



The Town of Avon is accepting applications for the following position:

PLANNING & COMMUNITY DEVELOPMENT SPECIALIST

Department: Planning & Community Development

Status: Full-Time 37.5 hrs/week. On-Site Position

Salary Range: \$51.22-\$59.38 (Annualized \$99,874-\$115,781). Starting Pay \$51.22. Exempt Status

Date Posted: August 31, 2026

Closing Date: September 14, 2026

Benefits include Medical, Dental, Vision, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply for This Position: Download an application at www.avonct.gov. Email your completed file to HR@avonct.gov or mail it to 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Pre-employment testing, background and drug testing required.

This position oversees the regulation, review, and inspection of land use proposals to ensure total compliance with zoning laws, environmental standards, and government codes. This role provides critical technical support to municipal boards, manages permitting workflows, and helps shape community sustainability policies.

Snapshot of Duties- See job description for more information.

- **Development Review:** Evaluate site plan applications and proposals for zoning, environmental, and building compliance.
- **Regulatory Oversight:** Enforce land development regulations, state/federal codes, and conduct routine on-site compliance inspections.
- **Board Coordination:** Provide technical data and administrative support to planning commissions and zoning boards. Serves as the staff liaison for the Wetlands Commission and Zoning Board of Appeals, attending monthly evening meetings.
- **Data Management:** Maintain precise zoning maps, public records, and digital permitting systems.
- **Policy & Planning:** Research and draft division policies while contributing to long-range community development and sustainability plans.
- **Permit Approvals:** Evaluate and act on building permits, process special event permits, temporary signage requests, and minor development approval.

Minimum Qualifications:

- **Education** Bachelor's degree in Planning, Public Administration, Environmental Science, Landscape Architecture, or related field

- **Experience:** 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/Certification:** Valid Driver's License. And Certification from the Connecticut Association of Zoning Enforcement Officers (CAZEO)