Town of Tolland, Connecticut
Job Description

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<th>Position Title:</th>
<th>Director of Planning &amp; Community Development</th>
<th>Grade Level:</th>
<th>NU - 7</th>
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<td>Department:</td>
<td>Planning and Community Development</td>
<td>Date:</td>
<td>5/12/15</td>
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<td>Reports to:</td>
<td>Town Manager</td>
<td>FLSA Status:</td>
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**Statement of Duties:** The Director of Planning and Community Development oversees and performs work in the areas of land use, planning, zoning enforcement, grants administration, economic development, GIS administration, open space conservation, agriculture and other areas as referenced in the Town Charter or as assigned by the Town Manager. Employee is required to perform all similar or related duties.

**Supervision Required:** Employee works under the administrative direction of the Town Manager, working from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for the results of a major department of the Town. Employee consults with supervisor only where clarification, interpretation, or exception to organizational policy may be required. The employee exercises responsibility for the development of department policies, procedures, goals, objectives and operating budgets. The employee is also expected to attempt to resolve conflicts that arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares budgets and related reports. Assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. The employee is responsible for the supervision of two (2) full-time employees who work at the same location and the same work shift as well as coordinating staff from the Eastern Highlands Health District.

**Confidentiality:** Employee has regular access at the departmental level to a wide variety of confidential information including personnel records, law suits, land acquisition, client records and financial records.

**Judgment:** Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area’s authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating and integrating activities and programs for more than one major function of the Town.
Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements when conducting field inspections. Employee must exercise caution when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Contacts: Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal-wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have adverse public relations, jeopardize programs, extensive financial and legal repercussions to the Town.

Occupational Risks: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to property follow safety precautions or procedures when conducting field inspections. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. Acts as principal contact for all manner of development proposals in town and coordinates the review of sub divisions, site plans and special permit applications for commercial, recreational, office, industrial and residential development with pertinent staff members and members of other departments.
3. Administers the Open Space Program by evaluating land for strategic and ecological significance; maintaining contact with property owners.
5. Works with Town Manager and EDC on economic development projects.
6. Oversees the administration of all awarded grants; coordinating legal documents, surveys and appraisal requirements and with State officials to secure grant funding.
7. Conducts field inspections for planning studies, development proposals and zoning enforcement to ensure compliance with approvals and regulations.
8. Serves as supervisor to Building Official and Executive Secretary.
9. Provides comments and advice to the Town Manager, Town Council, Town Planning and Zoning Commission and other Town Boards and Commissions as requested; researches and writes zoning and subdivision regulations and design guidelines.
10. Maintains inventory of maps and related information concerning wetlands, open space and areas of ecological, biological, geological, or hydrological significance.
11. Conducts independent statistical and narrative research pertaining to economic, social and physical factors affecting the Town.
12. Provides information and guidance to members of the public and land use owners as required pertaining to land use and zoning matters.
13. Attends classes and educational seminars to maintain certification as a Town Planner and to maintain knowledge of changes in planning laws and/or regulations.
14. Prepares documents for legal appeals and provides legal testimony in court as required.
15. Serves as staff advisor and coordinates planning studies.
16. Coordinates the Town’s GIS mapping program.
17. Prepares and administers operating budgets for the department and land use commissions.

Recommended Minimum Qualifications

**Education and Experience:** Master’s Degree in Urban Planning or a related field; five to seven (5-7) year municipal planning experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**
Certification as Planner by the AICP is desirable.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of municipal planning, research data and the collection of data in support of the Town’s planning services. Working knowledge of personal computer systems including office software and the application of GIS data systems. Working knowledge of town and state land use regulations and permit procedures.

**Abilities:** Ability to manage a team of interdisciplinary professionals and work with the public, government officials and staff. Ability to meet and deal with the public effectively to accomplish the Town’s planning goals and objectives; ability to take the initiative required to handle problems effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with clients, town employees, town officials and other governmental agencies. Ability to deal with sensitive inquiries and complaints. The ability to conduct short- and long-term planning goals and results.

**Skill:** Proficient written and oral communication skills. Excellent data processing skills.
Physical and Mental Requirements
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 position’s essential functions.

Physical Skills: Work requires little or no physical demands except when occasionally in the field accessing construction work sites or standing or walking for extended periods of time.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer and/or most other office equipment.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes as well as to interpret non-written materials such as maps; employee must be able to distinguish colors.