



## TOWN PLANNER

**The Town of Stratford is currently accepting applications for the position of Town Planner**

### GENERAL DESCRIPTION:

This is highly responsible professional and administrative work involving the preparation and maintenance 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 use 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.

### EXAMPLES OF DUTIES:

Organizes long-range planning functions for 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 agendas 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.

### EXAMPLES OF DUTIES CONT'D:

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 the general public with development and demographic information on the Town. Where feasible, assists with the preparation of grant applications

Acts in place of the Planning and Zoning Administrator during his or her absence.

Prepares planning staff review comments for petitions to the Planning Commission and the Zoning Commission.

### 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

Thorough 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 landscape architecture plus four (4) years relevant municipal planning experience.

### SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

Applications for employment can be found on the Town of Stratford's website at [www.townofstratford.com](http://www.townofstratford.com) and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 EOE