

Town of Ridgefield



POSITION AVAILABLE

TITLE: Director of Planning
Full Time-35hrs week with Benefits
Monday-Friday, 8am-4pm

DESCRIPTION:

To administer the Town's Comprehensive Development Plan through effective implementation of the planning (subdivision and Plan of Conservation and Development), zoning, and wetlands programs and land use controls; to manage, supervise and coordinate the activities and responsibilities of the Planning and Zoning and Wetlands staff.

- ◆ Directs the day-to-day operations and staff of the Planning and Zoning and Wetlands Department.
- ◆ Coordinates all activities and provides guidance, assistance and recommendations to the Planning & Zoning Commission, the Inland Wetlands Board, and the Architectural Advisory Committee.
- ◆ Evaluates, reports and recommends on the updating of the Comprehensive Plan of Development and elements thereof (i.e., zoning regulations and map, subdivisions).
- ◆ Evaluates and recommends updates and amendments to the Plan of Conservation and Development, in accordance with Sec. 8-23 of the Connecticut General Statutes.
- ◆ Prepares reports, recommendations and resolutions on subdivisions, rezoning applications, special permit requests and other development proposals, including recommended bonding amounts to insure integrity of completed work.
- ◆ Initiates and/or works with consultants on special studies and projects related to general land use, housing, transportation, conservation, recreation, rehabilitation and historic preservation.
- ◆ Provides the general public, Town, state and federal agencies with information regarding Ridgefield's development activities and policies.
- ◆ Manages all inland wetlands administration and enforcement activities under both state and local regulations.
- ◆ Initiates pre-submission staff review process of all major applications (inter-departmental review with regard to suitability and conformance of the plans to Town regulations and each agency's requirements), conducts pre-construction conferences with applicable town agents and developers prior to start of projects.
- ◆ Supervises staff in the implementation of state and locally mandated soil erosion and sedimentation control measures for development of approved projects.
- ◆ Administers Federal Emergency Management Agency (FEMA) Flood Insurance program; implements same through granting, modifying or denying permits within federally regulated Flood Hazard areas.
- ◆ Prepares annual department operating budget and Capital Expense requests; supervises administrative staff in the implementation of same.
- ◆ Attends meetings of the Planning & Zoning Commission and Inland Wetlands Board, and acts as liaison to other Town agencies, boards and commissions.
- ◆ Meets with developers and other members of the public upon request.
- ◆ Prepares and presents all Commission-initiated concepts and changes to Zoning Regulations and maps.
- ◆ Directs Department staff in the implementation of land use enforcement.
- ◆ Directs the organization, management and preservation of all Department records.
- ◆ Regular attendance as required by the position.
- ◆ Other duties as assigned.

Continued:

PHYSICAL REQUIREMENTS:

Normal office environment with typical business equipment; ability to operate a computer; ability to participate in field inspections with occasional need to traverse rough terrain on foot; ability to interface and problem-solve with the public; ability to drive a motor vehicle (valid driver's license required).

EXPERIENCE/QUALIFICATIONS:

- ◆ Master's degree in planning or closely related field from an accredited college or university desired. Bachelor's with additional relevant experience will be considered.
- ◆ AICP Certification, or ability to obtain certification within 24 months of employment.
- ◆ Minimum of three (3) years of professional planning experience in Connecticut
- ◆ Minimum of six (6) years of professional planning experience in a director level position with private or public planning agency, or at least eight (8) years professional planning experience with a minimum of two (2) years in decision-making and/or supervisory position.
- ◆ CTDEEP Municipal Inland Wetlands Agency Training Certificate, or ability to obtain certificate in the next calendar year following employment.

- ◆ Professional experience and knowledge should include the following:
 - Principles and practices of urban planning.
 - Experience in suburban and/or small-town planning preferred.
 - Analysis and interpretation of economic, social and physical data pertaining to planning and zoning.
 - Preparation of comprehensive and written reports.
 - Effective public interaction skills.
 - Physiographic data and mapping interpretation skills.

JOB POSTING DATES: Until Filled

HIRING SALARY RANGE: \$82,000 – \$109,500

Interested applicants should send completed application and resume to:

Town of Ridgefield
Human Resources
400 Main Street
Ridgefield, CT 06877

Or

e-mail us at personnel@ridgefieldct.org. EOE