



TOWN OF BERLIN

240 KENSINGTON ROAD , BERLIN, CONNECTICUT 06037-2648

Job Title: Town Planner

Function:

Under the direction of the Town Manager, provides professional, technical and administrative service in the development of planning and land use controls, coordinating both short and long range physical and economic development and improvement plans for the Town. Provides leadership, support and supervision to the Building Department, Economic Development, Planning, Zoning, and Fire Marshal, in addition to serving as liaison to various Commissions. Oversees development projects, watershed management, Master Plan updates, resource mapping, subdivision, site review, and capital improvements plans. *This is an exempt Top Management position.*

Typical Duties, Responsibilities, Tasks & Assignments:

- Supervises and provides direction and guidance to the offices of Planning & Zoning, Building and Fire Marshal. Meets regularly with department heads to review and discuss various areas of concern, aiding in conflict resolution and problem solving. Provides guidance on staff management and ensures compliance with policies and procedures.
- Oversees the planning and development of short and long range initiatives for the continued improvements within each of the departments. Reviews and approves for presentation to the Town Manager, the strategic multi-year capital improvement budget plans for each department, in an effort to provide continuous improvement and maintenance of the services provided.
- Develops, implements, and maintains departmental systems, policies and procedures that continually promote and assure quality control and improvement, as well as exhibit a clear commitment to customer service.
- Assists in the review of all development proposals including subdivisions, special permits, and site plans, checking for completeness, accuracy and compliance with Planning & Town regulations. Makes recommendations based upon planning knowledge and the specifics of the project.
- Provides technical support and guidance to the public, Planning Commission, Conservation Commission, and Zoning Board of Appeals. Acts as a liaison to other Town boards, committees and departments regarding land use and development issues, related state statutes and case law, and current planning practices. Develops special studies for governing bodies as required.
- Ensures that local Planning Regulations including the Master Plan, Zoning Ordinance, Site Plan Regulations, Board procedures and Capital Improvement Plans are in conformance with State law. Recommends updates to regulations, plans and ordinances for the Planning Board and for review by legal counsel. Prepares final draft of amendments in accordance with public hearing requirements.
- Maintains a strong working knowledge of principles and practices of city planning and growth management. Understands Zoning and Land use law as well as environmental protection issues and economic development theory. Stays current with building standards and codes, as well as enforcement procedures. Interprets and enforces all regulations.
- Develops and presents policy and planning proposals to appropriate Commissions and Town Manager. Oversees the development permitting process and ensures timely coordination between the various departments involved.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

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- Develops technical, financial and status update reports as necessary, prepares and administers the departmental budgets. Oversees the planning and development of short and long range initiatives for the continued improvements within the various departments under the Planning Division.
- Provides guidance related to land use, zoning, and subdivision regulations to residents, property owners, business owners and developers who seek information. Monitors ongoing development projects to ensure adherence to all applicable regulations and conditions of approval.
- Establishes and maintains ongoing relations with Town officials, Boards and Commissions, local state and federal agencies, contractors, developers and the general public tactfully and effectively.
- Performs other related duties as assigned.

Special Skills & Requirements:

Bachelors degree in Planning, Engineering, Public Administration or closely related field with a minimum of five years of related job experience required, Masters' degree preferred. AICP and CZEO certification preferred. Ability to initiate, develop, document, and present proposals for long and short range planning; ability to explain code enforcement requirements; ability to analyze planning and code enforcement problems; ability to review blue prints, engineering plans, and specifications; ability to manage multiple projects simultaneously; ability to establish and maintain effective working relationships with Land Use Boards, department heads, officials, outside agencies, civic leaders, and the general public; ability to present in a public forum including the ability to build consensus and involve a broad-based group of individuals. Excellent keyboard skills and proficiency with Microsoft Word and Excel. Desire familiarity with Geographical Information System (GIS) mapping. Must possess or have the ability to attain a valid CT drivers license. Must be available to attend meetings after hours on a regular basis.

Physical Requirements

The work requires occasional physical exertion such as long periods of standing, walking over rough or difficult surfaces, recurring stooping, climbing or walking, recurring lifting of moderately heavy items weighing less than 25 pounds and may require minimal lifting of objects weighing in excess of 25 pounds.