



TOWN OF GREENWICH
invites applications for the position of:
**Deputy Director of
Planning & Zoning -
Assistant Town Planner**

An Equal Opportunity Employer

SALARY: \$117,855.00 - \$147,318.00 Annually

OPENING DATE: 12/07/22

CLOSING DATE: 12/28/22 04:00 PM

GENERAL STATEMENT OF DUTIES:

Assists with managing the day-to-day operations of the Planning and Zoning and Zoning Enforcement Departments, providing leadership and technical expertise in all land use matters on behalf of the Town, including the development, formulation, administration and enforcement of the Town's Building Zone and Subdivision Regulations.

Reports to the Director of Planning and Zoning.

QUALIFICATIONS:

Education and Experience:

A Bachelor's Degree in Municipal Planning or a related field from an accredited college or university and seven (7) years of progressively responsible planning experience.

A Master's degree in a closely related field may be substituted for one year of the required work experience.

Membership and certification in (AICP) American Institute of Certified Planners preferred at time of application and required within 1 year of appointment.

Qualifications:

Demonstrated knowledge of the principles and practices of municipal land use law including zoning and planning law, state general statutes and federal regulations pertaining to land use.

Demonstrated knowledge of economics, environmental studies, urban studies, local development, and sociology as applied to land use planning.

Demonstrated knowledge and practice of professional planning ethics.

Demonstrated verbal and written communication skills, including the ability to make effective presentations to various stakeholders.

Proven skills in Microsoft Office and industry-related software applications such as ArcGIS or other computerized land use programs.

Proven ability to work independently and to manage multiple projects simultaneously in a timely manner.

Proven ability to establish and maintain positive working relationships with colleagues, supervisors, officials and the public.

Demonstrated supervisory skills.

Please apply online:

<https://www.governmentjobs.com/careers/greenwichct/jobs/3828973/deputy-director-of-planning-zoning-assistant-town-planner?keywords=deputy&pagetype=jobOpportunitiesJobs>

JOB DESCRIPTION:

Department: Planning and Zoning

Division: All

Bargaining Status: Management & Confidential

Salary Range: MC-8

Job Code: 1039

Date Created: August 2007

Date Amended: December 2022

Duties and Responsibilities:

Coordinates department operations; communicates staff assignments and supervises assigned personnel.

Reviews Town-wide development proposals and works with the Town's boards and departments to develop and implement the goals and policies of the Plans of Conservation and Development.

Provides professional and technical guidance for the purpose of enforcing policies and directives of the Subdivision and Building Zone regulations.

Assists with the preparation of Planning and Zoning's budget.

Provides analytical reviews of applications for Commission public meetings.

Supervises the preparation of Return of Records for the Law Department.

Supervises the flow of information among Town agencies and departments, including the tracking of applications and ensuring compliance with statutory timelines and legal requirements (legal ads and Commission meeting agendas).

Supervises sign off for Zoning Permits and Certificate of Occupancy off with staff.

Proposes revisions to the Building Zone Regulations, and the Subdivision Regulations and the Plan of Conservation and Development and planning policies and programs.

Makes presentations to external groups and agencies.

Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes.

Assumes the responsibilities of the Director in the Director's absence.

Supports Town Policies and philosophies.

Performs related work as assigned.

SUPPLEMENTAL INFORMATION:

All positions may be subject to an interview process. The Town reserves the right to limit the number of qualified candidates who will be invited to participate in the examination, or any part thereof.

All outside candidates will be required to undertake and successfully pass a pre-employment medical examination, which includes a substance abuse test, given at the Town's expense prior to employment if conditionally offered a part time, full time or safety sensitive position.

The Town of Greenwich has implemented a policy of background investigations all full and part time positions prior to hiring as part of the reference checking procedures for outside candidates. The investigation will only be conducted as the last step prior to an offer. Refusal to sign the release form will terminate the candidate's further consideration.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.greenwichct.org>

Job #22-23-00186
 DEPUTY DIRECTOR OF PLANNING & ZONING - ASSISTANT
 TOWN PLANNER
 EM

OUR OFFICE IS LOCATED AT:
 101 Field Point Road
 Greenwich, CT 06830
 203-861-3188
Erica.Mahoney@greenwichct.org

Your application is a critical component of the examination process and should contain all of the areas in which you have developed expertise, matching your professional experience with the specific requirements listed as minimum qualifications for the position.

The Town of Greenwich is Dedicated to Diversity and Equal Opportunity Employment

Deputy Director of Planning & Zoning - Assistant Town Planner Supplemental Questionnaire

- * 1. Please identify your highest level of education:
 - High School
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Other
- * 2. Please identify the focus of your degree?
 - Municipal Planning
 - Other Closely Related Field
 - Not Applicable

3. If you answered "other closely related field," please explain.
- * 4. Please indicate the number of years of progressively responsible professional municipal planning experience that you possess:
 - None
 - Less than 7 years experience
 - 7 or more years of experience
- * 5. Please list the dates and name the organizations where you gained the experience in the question listed above. To determine whether or not you are qualified, the experience you list must also be listed in the work experience section of the application.

- * 6. Do you possess membership and certification in (AICP) American Institute of Certified Planners?
 Yes No

- 7. Summarize your experience working with, and making presentations to, a Planning & Zoning Commission or similar Board.

- * 8. Summarize any supervisory experience that you possess (Number of employees supervised and titles).

- * 9. The Town of Greenwich requests a writing sample. Please upload a staff report to showcase your writing style for a site plan application that was heard before a Planning & Zoning Commission. If you do not have one, please upload another or similar or relevant writing sample.
 Yes, I understand that I must upload a writing sample as requested.
- * 10. The Town of Greenwich as requests that you upload a resume and a cover letter.
 Yes, I understand that I must upload a resume and a cover letter.
- * Required Question