



HUMAN RESOURCES

CAREER OPPORTUNITY

Job Title: Senior Planner

Pay Grade: \$68,568-\$70,715

Job Summary: This class is accountable for performing as a specialist in a planning area in support of program and policies. This class performs professional, technical level work on all aspects of the Town's planning program and has primary responsibilities for the maintenance and development of planning studies, data management, and related computer services.

Supervision Received: Works under the direction of the Director or Assistant Director of Planning and Zoning.

Supervision Exercised: May lead technical and clerical staff as assigned.

Examples of Essential Duties: Performs highly specialized complex duties in a planning and program area; supervises planning, development, coordination and administration of program operations; formulates, recommends, implements policies and guidelines for program; acts as liaison with operating units, agencies and outside officials regarding program policies and procedures; provides technical and consultative services regarding program; prepares reports and correspondence; speaks before groups regarding program; may testify before boards and commissions as assigned; assists Town officials, applicants, and other interested parties relative to local regulations, procedures and related matters; collects, organizes and analyzes planning data and conducts general research on planning issues; performs general software maintenance to keep system operating smoothly; independently maintains and operates Department's computer GIS/Cityview systems and programs; maintains accurate and current records; participates in the development and maintenance of the Town's planning program including research, data collection, preparation of graphic materials and assistance on presentations; with limited supervision provides staff support and technical assistance to the Planning and Zoning Commission and Architectural Review Board as well as other Town boards and committees including application receipt and processing, technical studies, site investigations, and related work; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of local zoning laws; knowledge of investigation and inspection techniques; some knowledge of the principles and practices of municipal planning including its physical, social and economic aspects; some knowledge of Town Zoning Regulations as well as State Statutes related to planning; considerable oral and written communication skills; interpersonal skills; ability to conduct compliance reviews; ability to utilize computer software; ability to deal effectively with the public, gaining their cooperation in matters of regulations compliance and enforcement; ability to inspect buildings and to interpret codes; ability to interpret a variety of plans furnished in written or diagrammatic form; ability to interpret and evaluate research data; ability to prepare and present written and oral reports; ability to utilize computer software; ability to write clear and concise reports and correspondence.

Minimum Qualifications: Bachelor's degree in a scientific, technical or closely related discipline (e.g., environmental planning, landscape architecture, geography, natural sciences or natural resources) related to planning and Master's degree in a scientific or technical discipline related to the planning field including, but not limited to, public administration, biological, earth, or physical sciences, environmental planning, environmental law, geographic information systems, geography, natural sciences, or natural resources. Two (2) years' experience in planning, zoning or a related field may be substituted for the Master's degree. Incumbents in this class may be required to travel, and shall be required to possess and retain a valid Driver's license.

Candidates interested in applying for the position should submit an Application for Employment, cover letter, resume, salary history, and three (3) professional references to: Kathleen Buch, Town Administrator, Darien Town Hall, 2 Renshaw Road, Darien, CT 06820, Tel: 203-656-7378, Fax: 203-656-7389, Email: kbuch@darienct.gov Additional information about the position is available on the Town's home page. Open until filled.

POSTED: AUGUST 2, 2016

CLOSING DATE: AUGUST 25, 2016