POSITION POSTING

DIRECTOR OF PLANNING AND LAND USE MANAGEMENT/TOWN PLANNER

The Town of Wilton is seeking applicants for the position of Director of Planning and Land Use Management/Town Planner. This position reports directly to the First Selectwoman. Please see position description below.

Interested candidates should email a resume, cover letter and completed application to jacqueline.rochester@wiltonct.org with a cc to lynne.vanderslice@wiltonct.org. The application can be found at www.wiltonct.org

The position will remain open until a qualified candidate is found. EOE.

ABOUT THE TOWN OF WILTON

The Town of Wilton, with a population of 18,500, is well known for its success in balancing the needs of its vibrant business community with those of its idyllic residential community. Wilton is centrally located in Fairfield County, within easy rail and road commuting distance to the New York City/Connecticut metro area from its two train stations and quick access to the Merritt Parkway (Route 15) and I-95.

Through careful planning and community engagement, Wilton respects its deep historical roots and embraces its natural splendor and open spaces, while still encouraging responsible development in its quaint village centers and robust commercial corridor along Danbury Road (Route 7), which includes several Class A suburban office parks, world-class manufacturing parks, multifamily housing developments, and local and regional retail sites. Wilton’s businesses have long been key source of employment and commerce for the region – Wilton works.

Wilton is similarly a regional leader in town education, fiscal management, renewable energy sourcing, shared municipal services, and environmental initiatives. Wilton was early to recognize the value of affordability within its zoning regulations, allowing the Town in 2015 to receive a 4-year moratorium on appeals taken under the Affordable Housing Land Use Appeals Procedure.

To address recent increases in development activity and interest, the Planning and Zoning Commission accelerated and completed a new Plan of Conservation and Development in October 2019. The Plan is the result of a robust, participatory and forward-thinking process. It presents a roadmap for Wilton to build on its solid economic foundation, embrace its historical and natural assets and grow and transform into a thriving 21st-century community.
POSITION DESCRIPTION

POSITION TITLE: Director of Planning and Land Use Management/Town Planner

UNION: None

DEPARTMENT: Planning & Zoning

REPORTS TO: First Selectman

SUPERVISION EXERCISED: Building Official, Director of Environmental Affairs, Health Director, Assistant Town Planner, Zoning Enforcement Officer, and Administrative Secretary

SUMMARY DESCRIPTION OF DUTIES: This is a division head level position that manages, coordinates and represents the Town’s land use agencies, including all functions and employees of the Planning and Zoning, Environmental Affairs, Building, and Health Departments. The Director serves as the community’s land use spokesperson and the liaison between the Town and various interest groups, including Town agencies, neighboring municipalities, regional agencies, state and federal agencies as well as the general public.

The Director serves as the Town Planner as his or her primary duty. Responsibilities include administering all statutory and regulatory functions of the Planning and Zoning Commission and the Zoning Board of Appeals, including a separate Village District/Architectural Review board; performing land-use regulation and map drafting, planning and studies, including updates to the 2019 Plan of Conservation and Development, administering, reviewing and advising Town boards on all land-use applications; providing assistance and information to the general public on land-use matters; advising on improving Town land-use application, hearing and decision-making processes; supervising, coordinating and reviewing the work of subordinates; preparing annual department budgets; and performing related duties as assigned or required.

JOB LOCATION AND EQUIPMENT USED: Work is performed both in the office and in the field. Field work often requires inspections of sites accessible only by traversing rough terrain on foot. Field work also requires inspection of sites during all phases of construction activity. Position occasionally requires travel to off-site locations throughout Connecticut. Equipment used: calculator, drafting instruments, computer, and tape recorder. The position also requires the use of a Town-provided motor vehicle that may be equipped with a manual transmission and/or four-wheel drive.

ESSENTIAL FUNCTIONS:

• Analyzes, prepares and coordinates draft amendments to Town zoning regulations, zoning maps, and all long-range plans for current and future land use;

• Oversees master planning efforts, including the upcoming master planning for the Village Centers and the Central Commercial Corridors. Coordinates with and manages outside consultants;
Reviews, analyzes and advises on all land-use applications and other matters submitted to the Planning and Zoning Commission, including the Village District/Architectural Review board, and Zoning Board of Appeals. Review includes; background research; peer/expert engagement and reviews; on-site investigations; coordination of review with other Town departments and agencies; composition and preparation of staff reports; discussion of issues with the general public, Planning & Zoning Commission, Village District/Architectural Review Board, Zoning Board of Appeals, and Board of Selectmen; and performance of administrative functions associated with statutes, regulations and office procedures;

Designs and conducts land use surveys and compiles, analyzes, evaluates, and prepares and presents oral and written reports;

Responsible for the management of approximately 12 employees, including department heads and their subordinates within the Planning and Zoning Department, Building Department, Department of Environmental Affairs, and the Health Department;

Keeps current as to technology and trends and ensures departments are modern in their practice and approach;

Serves as the Planning and Zoning Commission’s staff and functions as a liaison with other Town departments in the review and coordination of all land-use applications and land-use matters;

Conducts investigations and analyses of specific planning projects and issues for Town officials and advises on matters affecting the future development of the Town;

Coordinates with Town Counsel and/or outside counsel in connection with requests for legal advice or land-use-based litigation involving the Town;

Attends meetings of the Planning and Zoning Commission, Village District/Architectural Review Board, and the Zoning Board of Appeals, the majority of which are held after the Town’s normal business hours;

Represents the Town at meetings of other boards, agencies, organizations, and the general public;

Provides assistance and information to the public relative to planning and zoning issues and procedures;

Ensures the preparation, maintenance and updating of the Town’s land-use department and board websites (including online application postings), all GIS systems and updates, and all maps, plans, statistical data and graphics to supplement research projects;

Oversees and supervises administrative permitting procedures, including but not limited to zoning permits, temporary event permits, sign permits including subsequent inspection and compliance reporting;

Identifies, prepares and administers federal, state and private grant applications as directed by administration;
• Oversees Wilton’s federally-mandated floodplain protection program and serves as the State-appointed liaison in enforcing State-identified aquifer protection regulations;

• Administers certain components of Wilton’s affordable housing program;

• Interfaces and coordinates development proposals with local, state and federal agencies;

• Serves as an appointed member of the Western Connecticut Council of Governments Transportation Technical Advisory Group, attending meeting as directed;

• Responsible for appropriately supervising, planning, scheduling, and evaluating the work of subordinates; and

• Performs related duties as required and or necessary.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

• Demonstrated ability to evaluate, manage and supervise a staff of 12 plus employees, promote and maintain an internal cooperative working relationship with subordinates, and perform and achieve a level of service as expected by the Board of Selectmen, all served land-use boards, and the general public;

• Knowledge and ability to apply and advance the best principles and practices of municipal and regional planning;

• Knowledge of and or experience with form-based zoning is a plus;

• Ability to review and interpret maps, site plans, and planning documents;

• Physical ability to research job sites for inspections;

• Ability to express ideas clearly in both oral and written forms;

• Up-to-date knowledge of computer and website operations, including but not limited to website posting and updating, geographic information systems, data input and retrieval, databases, spreadsheets and graphics;

• Ability to perform basic drafting of maps and site plans; and

• Ability to develop and maintain effective, cooperative, and courteous relationships with all served boards, other staff, state and local officials, other Town agencies, and the general public.

MINIMUM REQUIREMENTS:

• Master’s degree from an accredited college or university in urban and regional planning, or a closely related field with a specialization in urban and regional planning and AICP preferred;
• Minimum five years experience in land use planning, at least two of which were in a decision-making and supervisory position. Experience within Connecticut preferred, including working knowledge of Title 8 of the Connecticut General Statutes, affordable housing law and Freedom of Information Act; and

• Valid driver’s license.

SPECIAL CONDITIONS:

• Successful passage of a pre-employment physical, including drug testing, may be required as a condition of employment with the Town of Wilton and

• The employee shall not constitute a threat to his/her own health or safety of that or others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel is qualified and can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.