

Town of East Hampton

PLANNING AND ZONING OFFICIAL

The Planning and Zoning Official is the local government official responsible for administering and enforcing the zoning code and land development regulations, including the issuance of zoning permits. The Planning and Zoning Official frequently has to interpret provisions of the code as they apply to many specific situations.

General Description

As head of Planning, the Planning and Zoning Official is responsible for the coordination of land use activities in Town, including, but not limited to routinely working with the Town Manager, Planning and Zoning Commission, Inland Wetlands and Watercourses Agency, and the Zoning Board of Appeals, as well as the Conservation Lake Commission, Economic Development Commission, Water Pollution Control Authority, Housing Authority, Park and Recreation Commission and other land use boards, commissions and agencies as necessary. The Planning and Zoning Official will attend meetings as required. The Planning and Zoning Official coordinates planning activities among building, health, public works, public safety, and school departments, as well as coordinates and provides guidance on local, regional, state and federal policies where possible. Works under the general direction of the Town Manager, and in matters of staff assistance, works with the Planning and Zoning Commission and other land use boards as needed. The Planning and Zoning Official shall be responsible for monitoring compliance with land use laws/ordinances, subdivision regulations and zoning regulations and works as the zoning enforcement/wetlands officer in providing information and technical assistance and guidance.

Supervision Received

The Planning and Zoning Official reports to and works under the general direction of the Town Manager.

Supervision Exercised

Supervises assigned staff.

Essential Duties and Responsibilities

- Receives and reviews subdivision/zoning applications, wetlands applications and all other planning and zoning commission applications and evaluates site plans.
- Refers plans to other officials for comment as required, consults with Town Engineer, public works and state agencies as necessary.
- Provides technical assistance to the Town Manager, including research, grant application assistance, and other duties as required.
- Attends regularly scheduled meetings of the Planning and Zoning Commission, Inland Wetlands and Watercourses Agency, and Zoning Board of Appeals as staff assistant.
- May attend other board/commission/agency meetings as required.
- Recommends specific revisions and updates of Plan of Development
- Promotes open space/conservation/and balanced planning issues in Town.
- Enforces both land use and inland wetland regulations.
- Investigates complaints and issues enforcement of regulation violations.
- Performs all other duties as a land use staff assistant to the Town Manager.
- Performs related work as required.

Nonessential Duties

Assists Town staff in other related municipal projects. Works in conjunction with the land use boards and commissions.

Knowledge, Skills and Abilities

- Thorough knowledge of land use planning and those issues confronting a growing rural/suburban community.
- Considerable ability to interpret state and local regulations, laws, and ordinances.
- Ability to interpret plans and specifications and work with engineers, surveyors and other land use/development professionals.
- Ability to monitor and evaluate projects, sites and development proposals to ensure that the interests of the Town are safeguarded.
- Strong writing and oral expression abilities.
- Ability to deal effectively with associates, subordinates, the general public and others contacted in performance of duties.
- Excellent organizational and coordination skills.

Preferred Qualifications

Master's degree in planning and minimum one-year experience in a similar position along with supervisory experience and proven experience in budget preparation preferred. Other combinations of education and experience may be considered.

Special Requirements

- Excellent organizational skills.
- Team player and motivator.
- Ability to interact successfully with staff, Town Officials, volunteers and the public.
- Computer literacy required.
- Must possess and maintain a valid Connecticut driver's license and good driving record.
- Must obtain CAZEO certification within one year of hiring date in accordance with State Statute.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and outdoor work is required in the inspection of various land use developments and construction sites. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is required to stand and walk on uneven ground and through wooded and bushy areas and construction sites. The employee is required to climb or balance; stoop; kneel, crouch or crawl and smell and must be in good physical condition. Must be able to speak and hear clearly. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to traverse rough terrain during site and construction inspections. Must take protective measures when on construction

sites and occasional exposure to extreme weather conditions. The employee may work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field. Must be able to concentrate on fine detail with some interruption. Frequent driving.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.