

TOWN OF TRUMBULL  
LAND USE PLANNER  
PLANNING & ZONING

WG: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Responsible for administrative functions of the Planning and Zoning Commission (“P&Z”) and the Zoning Board of Appeals (“ZBA”), serving as technical advisor to both Boards.
2. Determines administrative requirements, assigns priorities, and ensures that all administrative, clerical and support functions required by the Department and Boards are completed on schedule.
3. Attends meetings, public hearings, deliberations sessions, site inspections, and professional training, as required by departmental need.
4. Responsible for ensuring that the Department, P&Z and ZBA comply with all local, state and federal rules, regulations and laws, including but not limited to all legal notice requirements.
5. Responsible for all correspondence, forms, applications, exhibits and transcripts, as needed, and may be required to testify in court.
6. Oversees all bond administration as required by P&Z or ZBA.
7. Accepts and analyzes all applications and plans for P&Z and ZBA for compliance with regulations and the Town Plan of Conservation and Development (“POCD”).
8. Assist in preparation and administration of P&Z, ZBA, and Department budgets.
9. Consults with and advises developers, staff, department heads and the public concerning land use proposals consistent with established policies; analyze proposals and recommend action to P & Z; recommend revisions in rules, regulations and policies, when necessary.
10. Responsible for advising the commission as to revisions and/or modifications to the POCD and land use regulations, including statutory compliance with revisions.
11. When necessary, acts in the capacity of the ZEO in order to enforce the zoning regulations and/or issue zoning permits,.

SUPERVISION RECEIVED:

Reports to the Director of Economic and Community Development.

SUPERVISION EXERCISED:

Administrative Staff.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Strong skills in communicating, orally and in writing.
2. Ability to respond courteously to the public
3. Knowledge of principles and practices of municipal and physical planning.
4. Knowledge of General Statutes which apply to land use law in the State of Connecticut.
5. Strong computer skills with the ability to learn relevant software.
6. Ability to make independent judgment within a specified timeframe.

EXPERIENCE AND TRAINING:

1. Bachelor’s Degree in municipal planning or a related field
2. Three (3) years progressively responsible planning experience.
3. AICP certification and master degree preferred.