Open Opportunity

Director of Building and Land Use

Salary Range: $101,455-$156,599
“expected starting pay maximum is mid-range”

The Town of Bloomfield is recruiting for a Director of Building and Land Use. The incumbent chosen for this position will direct, plan, organize, conduct and supervise a comprehensive land use, planning and development program for the community including: zoning enforcement and administration, planning, building inspections, engineering services, inland wetlands, subdivisions, GIS administration, open space, grants, affordable housing, economic development. She/he will assist and advise the Town Manager and Economic Development Commission on matters relating to the promotion and development of economic resources for the Town to improve the tax base, create employment opportunities and stimulate business activity. She/he will work on the Town’s behalf to help retain and/or expand existing businesses and recruit new businesses. The Director of Building and Land Use is required to exercise considerable independent judgment in administering and managing the Town’s development process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Minimum Qualifications

A Master’s degree in planning, community development or related degree from an accredited college or program and have over seven (7) years of experience in planning or community development or a Bachelor’s degree in planning, community development or related degree from an accredited college or program and have ten (10) years of experience in planning or community development. Must also have three (3) years of supervisory experience. Must have and maintain a valid state driver’s license and an American Institute of Certified Planners (AICP) designation OR obtain the AICP designation within one year of hire.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Offers of employment are contingent upon satisfactory results on a background check, pre-employment physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted to Human Resources along with a resume and cover letter. Applications accepted until sufficient applications are received. Applications accepted ONLY by mail, email – sdaley@bloomfieldct.org or at the Human Resources Department at Town Hall.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact HR Department at 860-769-3544 or at rmatis@bloomfieldct.org

Posted 8/10/22
TOWN OF BLOOMFIELD
DIRECTOR OF BUILDING & LAND USE

Department: Building and Land Use Exempt Grade: M12

Position Purpose:

The purposes of this position are to plan, organize, conduct and supervise a comprehensive land use, planning and development program for the community including: zoning enforcement and administration, planning, building inspections, engineering services, inland wetlands, subdivisions, GIS administration, open space, grants, affordable housing, economic development and may serve as the ADA Coordinator. Assists and advises the Town Manager and Economic Development Commission on matters relating to the promotion and development of economic resources in the Town to improve the tax base, employment and to stimulate business activity. Works on the Town’s behalf to help retain and/or expand existing businesses, and recruit new businesses. The Director of Building and Land Use is required to exercise considerable independent judgment in administering and managing the Town’s development process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and performs a wide variety of complex issues requiring, responsible professional, technical and administrative responsibilities requiring an extensive knowledge of planning, zoning, building inspection, engineering, wetlands and land use regulations and related codes; and a substantial exercise of judgment and initiative to effectively and efficiently manage the department of planning and development.

Supervision Received: Works under the general direction of the Town Manager following professional standards, procedures and policies. Provides information about department activities and keeps Town Manager informed of key issues and concerns.

Supervision Given: Supervises Assistant Director of Building and Land Use, Building Official, Zoning Enforcement Officer, Economic Development consultant and Administrative staff. Develops job direction, assigns tasks, provides instructions as needed and monitors performance.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public and/or developers via telephone and in person; frequently required to perform inspections of outdoor development projects which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to
inspect complaints from citizens or review progress of developments.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, contractors, property owners, business, public utilities, Town Attorney, Town staff, Town Officials of other towns, many regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism and a high level of patience and resourcefulness to explain regulations to others.

Errors in judgment or omissions could result in delay of services, legal ramifications and potential liability.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development issues and land use. Provides technical advice, information and policy recommendations on matters related to land use development, zoning, wetlands, building inspections, capital improvements, subdivisions; Plans and directs economic development activities and programs for the Town.
- Administers, supervises, reviews, evaluates and makes recommendations related to applications to the Town Planning and Zoning Commission, Zoning Board of Appeals and Inland Wetlands and Watercourses Commission for zoning changes, zoning amendments, special permits, site plans and subdivision approval, etc.
- Prepares and makes recommendations for changes in subdivision, zoning maps and zoning regulations and for approval or disapproval of pending applications relating to land development and use.
- Supervises and makes field visits to potential development and construction sites and evaluates compliance with regulations and determines if enforcement action is warranted.
- Appears in court to defend or advance the Town’s position when necessary.
- Analyzes the effectiveness of land use controls and makes short term and long term recommended changes. Designs, prepares and recommends land use plans and regulations. Prepares specifications for consulting services and oversees, supervises and coordinates consulting services in planning, engineering, housing and economic development including the review and updating of the Town’s Plan of Development.
- Conducts research and evaluates technical information to determine the economic feasibility and economic impact of proposed business expansions and new developments.
- Recruits community compatible businesses; works with existing businesses to retain their presence in town as well as assisting with expansion plans and any problems that they may have.
- Prepares and updates promotional brochures and materials for submission to potential clients.
- Confers with and provides explanation, technical advice and information to prospective developers, attorneys, the public and other Town staff and officials on matters relating to land use and development. Coordinates Town planning programs with regional, state, and federal planning agencies. Oversees, supervises and coordinates the performance bonding for public improvements.
- Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions and/or supervises staff that work with boards and commissions including the preparation of all commission related correspondence, approvals, denials, special permits, security agreements, releases, etc.
- Handles all requests for service to building inspections, engineering, zoning, wetlands, and economic development in the absence of staff.
- Assists with or prepares appropriate grants for the Town.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with Town Manager on such personnel actions as hiring, disciplinary action and termination, and obtains final approval from Town Manager for such personnel actions.
- Prepares and administers operating budget for department; presents budget to the Town Manager.
- Submits oral and written reports to Town officials and state agencies.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Serves as Acting Town Manager during absences.
- Continue professional development; maintaining knowledge of all areas within the departments responsibility.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**
Must have a Master’s degree in planning, community development or related degree from an accredited college or program and have seven (7) years of experience in planning or community development and three (3) years of supervisory experience or any equivalent combination of education, training and work experience.
Special Requirements:
Must have and maintain: Valid state driver’s license and an AICP (American Institute of Certified Planners) designation OR obtain the AICP designation within one year of hire.

Knowledge, Ability and Skill:
Knowledge: Thorough knowledge of the principles and practices of land use management, planning, zoning enforcement, inland wetlands and erosion and sedimentation control, building inspection process, economic development programs; thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions, wetlands, land use and development; thorough knowledge of land use boards and commissions procedures; knowledge of GIS systems and computer applications appropriate for office.

Ability: Ability to develop short term and long range comprehensive plans for land use administration; ability to read and interpret site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, land use and development; ability to administer and coordinate a municipal planning, land use and development operation which includes building inspection, wetlands, zoning, engineering, and economic development; ability to analyze, interpret and explain complex planning/zoning regulations; ordinances, reports and studies; ability to deal effectively with Town staff and officials, developers, attorneys, and the public; ability to write and administer grants with appropriate staff members; ability to work with and provide policy recommendations to boards and commissions; ability to multitask; ability to assign, train, and supervise technical, professional and clerical staff; ability to prepare and administer an operating budget for the departments; ability to prepare and present technical and narrative reports in oral and written form.

Skill: Excellent verbal and written communication skills; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; aptitude for working with drawings and development proposals; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff.

Physical and Mental Requirements:

<table>
<thead>
<tr>
<th></th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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<tbody>
<tr>
<td>Outdoor Weather Conditions</td>
<td></td>
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<tr>
<td>Work in high, precarious places</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work with toxic or caustic chemical</td>
<td>X</td>
<td></td>
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<tr>
<td>Work with fumes or airborne particles</td>
<td>X</td>
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<tr>
<td>Non weather related—extreme heat/cold</td>
<td>X</td>
<td></td>
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<tr>
<td>Work near moving mechanical parts</td>
<td>X</td>
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<tr>
<td>Risk of electrical shock</td>
<td></td>
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<tr>
<td>Vibration</td>
<td></td>
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<tr>
<td>Other—Inspect Development Projects</td>
<td></td>
<td>X</td>
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</table>
## Physical Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Walking</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Sitting</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Talking &amp; Hearing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Using hands/fingers to handle/feel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing or balancing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stooping, kneeling, crouching, crawling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reaching with hands and arms</td>
<td></td>
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<td></td>
<td>X</td>
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<tr>
<td>Tasting or smelling</td>
<td></td>
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<td></td>
<td>X</td>
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<tr>
<td>Bending, pulling, pushing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Other-Driving</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tbody>
</table>

## Lifting Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td></td>
<td>X</td>
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<tr>
<td>Up to 25 pounds</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Up to 50 pounds</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Up to 75 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Up to 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Over 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tbody>
</table>

## Noise Levels

<table>
<thead>
<tr>
<th>Noise Level</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Quiet (forest, isolation booth)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Quiet (library, private office)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Moderate noise (computer, light traffic)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Very Loud (jack hammer work)</td>
<td></td>
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<td>X</td>
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</tbody>
</table>

## Vision requirements

- X Close vision (i.e. clear vision at 20 inches or less)
- X Distance vision (i.e. clear vision at 20 feet or more)
- X Color vision (i.e. ability to identify and distinguish colors)
- X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- X Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements
**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Design** – Generates creative solutions; Translates concepts and information into images; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** – Develops project plans; Communicates changes and progress; Completes projects on time and budget: Manages project team activities.

**Technical Skills** - Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service: Responds to requests for service and assistance: Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills: Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs: Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

**Visionary Leadership** - Displays passion and optimism: Inspires respect and trust: Motivates others to fulfill the vision; Provides vision and inspiration to peers and subordinates; Inspires respect and trust.
**Quality Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

**Leadership** - Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates’ activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates’ skills and encourages growth; Improves processes, products and services etc.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves organization’s resources.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Ethics** - Treats people with respect; Works with integrity and ethics; Upholds organization’s values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values.

**Strategic Thinking** - Understands organization’s strengths & weaknesses; Adapts strategy to changing conditions.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions. Supports and explains reasoning for decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner: Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Takes responsibilities for own actions; Keeps commitments; Follows instructions; Responds to management direction: Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)