Open Opportunity

Assistant Director of Building and Land Use

Salary Range: $79,596-$122,857
“expected starting pay maximum is mid-range”

Performs a variety of routine and complex technical and professional work in the current and long-range planning of the Town and in the development and implementation of land use, related policies and regulations; acts in place of the Director of Building and Land Use during his/her absence. Performs work in manner consistent with the town’s service excellence expectations. Assists the Director of Building and Land Use with community planning and development activities, plan review and the carrying out of studies related to such activities.

Minimum Qualifications

Must have a Bachelor’s degree in geography, planning, public administration or related field and three (3) years of experience in municipal planning or equivalent combination of education qualifying experience substituting on a year-for-year basis. Must possess a valid state driver’s license. Should be or have the ability to become member of American Planning Association within one year of employment. Connecticut Association of Zoning Enforcement Officer (CAZEO) certification preferred. American Institute of Certified Planners (AICP) certification preferred.

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 rmatias@bloomfieldct.org

Posted 8/16/22
TOWN OF BLOOMFIELD
ASSISTANT DIRECTOR OF BUILDING AND LAND USE

Department: Building and Land Use  Exempt  Grade: M7

**Position Purpose:**

Performs a variety of routine and complex technical and professional work in the current and long-range planning of the Town and in the development and implementation of land use, related policies and regulations; acts in place of the Director of Building and Land Use during his/her absence. Performs work in manner consistent with the town’s service excellence expectations. Assists the Director of Building and Land Use with community planning and development activities, plan review and the carrying out of studies related to such activities.

**Supervision:**

*Supervision Scope:* Uses independent judgment and initiative in planning, zoning and other land use matters, organizing and directing the work of the department.

*Supervision Received:* Works under the general direction of the Director of Building and Land Use. Follows professional standards, procedures and policies. Exercises good judgment and initiative to effectively and efficiently perform the duties of the Assistant Director.

*Supervision Given:* Supervises Building Official, Zoning Enforcement Officer, and Administrative staff. Provides job direction, assigns tasks and monitors performance as needed.

**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, email and in person; frequently required to perform outdoor inspections of development projects which can be very loud and may be under adverse weather conditions, including rain, wind, extreme hot and cold; frequently drives to inspect complaints or review development progress.

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

Makes frequent contact with developers, contractors, property owners, businesses, public utilities, Town Attorney, Town staff, Town Officials of other towns, various regional and state agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Position requires a high level of professionalism and a high level of patience and resourcefulness to explain regulations and land use processes 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.)*

- Assists in the development and implementation of short and long-range plans of development; gathers, interprets, and prepares data for studies, reports, and recommendations concerning land use, economic development, utility, housing, transportation, solid waste and other issues; coordinates activities with other staff as needed.
- Provides information on land use applications, ordinances, codes, plans, and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.; assists in maintaining Town planning databases.
- Evaluates land use applications, zoning variances and historic district applications for compliance with applicable local, state or Federal laws and plans of development; monitors assigned land use and historic district applications through the approval stages; provides staff support to the Town Planning and Zoning Commission and Historic Review Committee, and prepares reports, recommendations and related data.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development; assists in designs for parks, streetscapes, landscapes and other municipal projects; assists Town staff in the enforcement of local ordinances, zoning and subdivision regulations, and master plans.
- Using GIS and other applications, updates and prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings; prepares and writes grant application components relating to maps, plats, site plans, etc.
- Coordinates development team meetings and land use applications; performs land use application reviews;
- Recommends proposed regulatory change relative to use of land and buildings;
- Accumulates and analyzes statistical data
- Advises the Design Review Board and other committees as required; attends other land use committee and council meetings occasionally as required
- Tracks project progress and bond submissions
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence and maintaining records.
Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- 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 Bachelor’s degree in geography, planning, public administration or related field and three (3) years of experience in municipal planning or equivalent combination of education qualifying experience substituting on a year-for-year basis.

Special Requirements:
Must have and maintain: Valid state driver’s license. Should be or have the ability to become member of American Planning Association within one year of employment. Connecticut Association of Zoning Enforcement Officer (CAZEO) certification preferred. American Institute of Certified Planners (AICP) certification preferred.

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 interpret and review professionally engineered site plans, designs and maps for compliance; 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; ability to analyze data and recommend solutions to complex community challenges; ability to prepare written reports; ability to communicate effectively and courteously in writing and
verbally with residents, attorneys, developers, contractors, local official and similar community members.

**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; skills associated with the supervision and training of staff.

**Physical and Mental Requirements:**

**Work Environment**

<table>
<thead>
<tr>
<th>Outdoor Weather Conditions</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>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>
<td></td>
<td></td>
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<tr>
<td>Work with fumes or airborne particles</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Non weather related –extreme heat/cold</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work near moving mechanical parts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Risk of electrical shock</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Vibration</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Other-Inspect Development Projects</td>
<td>X</td>
<td></td>
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</tbody>
</table>

**Physical Activity**

<table>
<thead>
<tr>
<th>Standing</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>Walking</td>
<td>X</td>
<td></td>
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<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Talking &amp; Hearing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using hands/fingers to handle/feel</td>
<td>X</td>
<td></td>
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<tr>
<td>Climbing or balancing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stooping, kneeling, crouching, crawling</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Reaching with hands and arms</td>
<td>X</td>
<td></td>
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<tr>
<td>Tasting or smelling</td>
<td>X</td>
<td></td>
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<tr>
<td>Bending, pulling, pushing</td>
<td>X</td>
<td></td>
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<tr>
<td>Other-Driving</td>
<td>X</td>
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</tbody>
</table>

**Lifting Requirements**

<table>
<thead>
<tr>
<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>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 25 pounds</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Weight Range</td>
<td></td>
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<tr>
<td>Up to 50 pounds</td>
<td>X</td>
<td></td>
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<tr>
<td>Up to 75 pounds</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Up to 100 pounds</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 100 pounds</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>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Quiet (library, private office)</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Moderate noise (computer, light traffic)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>Very Loud (jack hammer work)</td>
<td>X</td>
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</table>

### Vision Requirements

- [ ] 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.)