

JOB DESCRIPTION

Job Title: Lead Planner	Grade: 22
FLSA Status: Exempt	EEO Category: Professional
Job Classification Designation: Classified	Bargaining Unit: Professional & Technical

Job Summary: This class is accountable for performing highly complex, professional and technical work in the administration of the Town’s planning and development program.

Guidelines for Class Use: This position is distinguished from lower-level positions within the planning area by a higher level and degree of independent responsibility as well as more complex, unique and highly specialized assignments. This position is responsible for coordinating the development, design, implementation, and monitoring of long-range, highly technical and critical planning having town-wide or regional impact.

Supervision Received: Works under the direction of the Director of Planning and Development.

Supervision Exercised: May lead technical and clerical staff as assigned.

Examples of Essential Duties:

- Acts as an advisor to other Town departments and stakeholders on all aspects of the planning department as required;
- Acts as liaison with other operating units, Town officials, outside organizations, agencies and entities regarding policies and procedures;
- Acts as the Inland Wetlands Agent and may act as the Zoning Enforcement Officer (ZEO) as appropriate and in the absence of the ZEO;
- Acts on behalf of the Director in the Director’s absence;
- Assists Director in assigning and reviewing work and provides input regarding staff performance;
- Assists with developing and reviewing processes and procedures including those related to inland wetlands licenses, and planning and zoning commission applications;
- Collects, organizes and analyzes planning data and conducts general research on planning issues;
- Coordinates community outreach activities for department programs and initiatives;
- Coordinates customer service efforts and takes the lead on responding to more complex inquiries regarding potential development and issues of policy;
- Develops and implements management of plans and reviews proposed land acquisitions, management of land leases/licenses and development of related studies and plans as assigned;
- Enforces wetlands regulations, permit requirements and conditions and issues notices of violation as appropriate;
- Ensures compliance with requirements of grant-funded activities and agencies;
- Identifies and manages the preparation of grant applications to implement goals and objectives identified in the plan of conservation and development;
- Leads the Town’s planning, acquisition, and management of parks, preserves, open space and agricultural lands in conjunction with the Parks and Recreation and Public Works Departments;
- Maintains accurate and current records;
- Manages and coordinates volunteer activities;
- Manages and leases/licenses on Town-owned agriculture and open space lands;
- Manages park improvement projects as assigned;

- Manages the development and implementation of natural resource, open space and park management plans in consultation with the Parks and Recreation and Public Works Departments;
- Participates in the development and maintenance of the Town's planning program including research, data collection, preparation of graphic materials and assistance on presentations;
- Prepares and recommends parks, land management policies to the Director of Parks and Recreation, Director of Planning and Development, and other Town officials;
- Prepares reports and provides technical support and professional guidance to staff;
- Recommends updated departmental policies and procedures as assigned;
- Serves as the assigned project lead on planning and development projects;
- Supervises seasonal workers, consultants, and other personnel as assigned;
- With limited supervision, provides staff support, technical guidance, and technical assistance to Town Boards and Commissions;
- May testify before boards and commissions;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of office administration practices and procedures;
- Considerable knowledge of principles and practices of state and regional planning and techniques;
- Considerable knowledge of relevant agency policies and procedures;
- Knowledge of geographic information systems (GIS) software and analytical tools;
- Knowledge of investigation and inspection techniques;
- Knowledge of relevant state and federal laws, statutes and regulations;
- Strong oral and written communication skills;
- Strong interpersonal skills;
- Ability to conduct wetlands and zoning compliance reviews;
- Ability to deal effectively with internal and external stakeholders, and gaining their cooperation in matters of regulations compliance and enforcement;
- Ability to learn and use specialized software including management of permitting and enforcement activities and paperless meeting solutions and document management;
- Ability to prepare and analyze reports and carry out assigned projects through completion;
- Ability to understand and communicate written and verbal instruction;
- Some supervisory ability;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds.

Minimum Qualifications:

Seven (7) years of experience in planning including developing written long-term plans, broad in scope and having townwide impact on a number of operations. One (1) year of experience must have been at the level of an Environmental Planner/Inland Wetlands Agent or Planner/Zoning Enforcement Officer or its equivalent. College training may be substituted for experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in planning, public administration or a closely related field may be substituted for one (1) additional year of experience. Incumbents in this class may be required to travel. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

Special Requirements:

- American Institute of Certified Planners (AICP) Certification from the American Planning Association (APA) is required upon hire.
- Certified Zoning Enforcement Official (CZEO) designation (or in the process of receiving certification so as to be in compliance with requirements of Connecticut General Statutes)

- Certificate of Program Completion for CT DEEP Municipal Inland Wetlands Agency comprehensive training program within three (3) months from date of hire.
- Required to work hours outside of the regularly scheduled work week in order to attend various evening commission, board and council meetings as well as weekend special events

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving	X			
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes				
Reaching			X		Wetness	X			
Handling				X	Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Note: This class replaces the Senior Planner job title in the same salary grade.

Updated on: October 30, 2022