

JOB CLASSIFICATION DESCRIPTION	
<b>Job Title:</b> Assistant Director of Planning and Development	<b>Grade:</b> 23
<b>FLSA Status:</b> Exempt	<b>EEO Category:</b> Professional & Technical
<b>Job Classification Designation:</b> Unclassified	<b>Bargaining Unit:</b> Union

**Job Summary:** This position performs complex, professional, and technical work in support of the Town of Mansfield's planning, land use, housing, and community development initiatives. The Assistant Director plays a key role in advancing strategic goals that shape Mansfield's long-term growth, sustainability, and quality of life. Work includes independent responsibility for specialized assignments with significant town-wide and regional impacts, requiring strong analytical, managerial, and collaborative skills. The position also provides leadership and oversight for staff and projects, and serves as Acting Director of Planning and Development in the Director's absence, as assigned.

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

**Supervision Exercised:** May supervise professional, technical, and clerical staff as assigned.

#### Examples of Essential Duties:

- Administers the Town's Affordable Housing Program.
- Monitors compliance with affordable housing provisions associated with new developments.
- Oversees the administration of the Small Cities Grant and housing rehabilitation programs.
- Manages special projects and studies related to departmental functions such as the Plan of Conservation and Development, Affordable Housing Plan, and other special planning studies. Assists in the research, preparation, and presentation of these plans.
- Engages in community outreach and education related to planning and development.
- Assists in drafting ordinances, zoning, and subdivision regulations.
- Provides technical and professional support to the Planning and Zoning Commission, Affordable Housing Committee, Town Council, and other boards and committees as assigned. Maintains records and files for Town committees as assigned.
- Reviews land use and zoning applications to determine compliance with regulations and all applicable regulatory approval conditions.
- Collects and analyzes planning data, conducts research, and prepares technical reports.
- Develops grant proposals and oversees implementation of grant awards; ensures compliance with requirements of grant funded activities/agencies; prepares grant applications and related material; researches grant opportunities.
- Serves as the assigned project lead on planning and development projects, including special planning studies and presentations.
- Responds to complex inquiries from customers regarding land use, planning, and development issues. Provides information to residents, developers, and other stakeholders regarding planning and zoning regulations, applications, permitting processes, and development options.
- Establishes and maintains filing and records management systems.
- Supervises Planning and Development personnel as assigned.
- Serves as the Zoning Agent in the absence of the Zoning Agent.
- Serves as the Inland Wetlands Agent in the absence of the Inland Wetlands Agent.

- Serves as the Acting Director of the Planning and Development Department in the absence of the Director.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of planning principles, state and regional planning techniques, community assistance programs, and agency policies.
- Knowledge of housing development practices and familiarity with the real estate development industry, including the ability to collaborate effectively with developers, property owners, and housing agencies to advance community planning and affordable housing goals.
- Knowledge of GIS software and analytical tools.
- Familiarity with state and federal statutes related to planning, affordable housing, and wetlands regulations.
- Ability to communicate effectively both in writing and through oral presentation.
- Ability to establish and maintain effective working relationships with co-workers, town officials and town residents
- Excellent interpersonal skills and the ability to engage with diverse stakeholders.
- Proficiency in compliance review, inspection techniques, and relevant permitting software.
- Ability to manage complex projects independently.
- Some supervisory ability.

**Minimum Qualifications:** Graduation from an accredited college with a bachelor's degree in Planning, Community and Urban Studies, Public Administration or a related field, master's degree preferred. Minimum of three years of progressively responsible professional planning experience is required. Consideration may be given to equivalent experience, education and training. American Institute of Certified Planners (AICP) Certification from the American Planning Association (APA) is preferred at time of appointment to the position, but required within 24 months of appointment to the position.

**Special Requirements:**

Must hold a valid driver's license. Must possess and maintain Zoning Enforcement Officer (CZEO) certification; if not held at the time of hire, certification must be obtained within 36 months of appointment. Must possess and maintain CDBG Grant Administrator certification; if not held at the time of hire, certification must be obtained within 24 months of appointment. Must also possess and maintain Connecticut DEEP Municipal Inland Wetlands Agent certification; if not held at the time of hire, certification must be obtained within 3 months of appointment. Attendance at evening and weekend meetings and events is required as needed to support the work of assigned Town Committees, Commissions, Boards, and departmental operations.

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions 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. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception		X		
Standing			X		Color Distinction		X		
Walking			X		Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			<b>Physical Strength:</b>				
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			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
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.

Updated on: October 1, 2025