



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT  
**REVISED**

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**POSITION TITLE: DIRECTOR OF PLANNING, CONSERVATION & DEVELOPMENT**

**SALARY RANGE: \$85,197 - \$126,090**

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The City of Middletown is accepting applications for the position of Director of Planning, Conservation & Development. This position is located in the Middletown Planning, Conservation & Development Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on September 28, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.cityofmiddletown.com](http://www.cityofmiddletown.com). Click on *Employment*. (Faxed or e-mailed applications are not accepted.) Incomplete applications or resumes submitted without the completed application form will not be considered.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: (Copy of required license must be attached to application)**

Bachelor's Degree in City, Urban or Regional Planning, Public Administration, Economics or a related field with Master's-level coursework in the field—Master's degree preferred—with five years of urban planning/conservation/development experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires certification as a Planner by the American Institute of Certified Planners and the possession of a valid driver's license. Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

**POSITION PURPOSE:** Under the direction of the Mayor of the City of Middletown, the purpose of this position is to direct, plan and organize comprehensive planning, conservation and economic and community development programs for the City to include the functional areas of land use, economic growth, housing, transportation, environmental protection, community development, neighborhood revitalization and related municipal planning and development areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):**

Administers the department through subordinates in the functional areas of land use, environmental protection, economic development, community development and general planning; Supervises professional, para-professional and other planning, conservation and development staff; selects new employees; provides training and instruction; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel and evaluates performance; Plans, supervises and coordinates the review and updating for the City's Plan of Development; Administers, reviews, and makes recommendations on commercial, recreational, office, industrial and residential development proposals; Reviews economic base, employment, demographic, housing and income data for development impacts; Provides technical consultation and services to the Planning and Zoning Commission and other boards, commissions and departments; Confers and coordinates functions with attorneys, developers, consultants, State and Federal planning agencies, other professionals and members of the public on planning, conservation and community/economic development matters; Coordinates planning and zoning review and actions with other City Departments; Administers, coordinates and makes recommendations regarding land use regulations; compiles and analyzes data on economic, social and physical factors affecting land use.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Issued: 08/30/16

# CITY OF MIDDLETOWN, CONNECTICUT

## Job Announcement Director of Planning, Conservation & Development



Middletown, the hub of Middlesex County, is located on the Connecticut River, encompasses 27,000 acres and has preserved 4,000 acres dedicated as open space for all to enjoy. The City has easy access to major highways, airports, railroads and other modes of transportation. Our city's forty-two square miles include rural, suburban and urban settings, a historic and vibrant downtown, and large city-owned parks. We are home to Wesleyan University, Middlesex Community College, Connecticut Valley Hospital, Middlesex Hospital, the Wadsworth Mansion, as well as various industrial, commercial and residential communities.

The Department of Planning, Conservation & Development currently staffs the following Boards & Commissions:

- Application Review
- Citizen's Advisory
- Conservation
- Design Review & Preservation
- Economic Development
- Planning & Zoning
- Redevelopment Agency
- Wetlands & Watercourses
- Zoning Board of Appeals
- Riverfront Boathouse Building Committee



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### Application Process

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### Desired candidates will have:

- A Bachelor's degree in City, Urban or Regional Planning, Public Administration, Economics, or a related field with Master's level coursework in the field;
- 5 years of urban planning, conservation, and development experience;
- Certification as a Planner by the American Institute of Certified Planners;
- Excellent interpersonal, verbal and written communications skills; and
- A good moral and ethical value system.

### Benefits

- The current salary range for this position is \$85,197 - \$126,090.
- Comprehensive Medical and Dental Coverage and Life Insurance Benefits;
- 13 Paid Holidays; Paid Vacation, Sick, and Personal Leave;
- 22-year Defined Pension Plan.

# CITY OF MIDDLETOWN, CONNECTICUT

## PLANNING, CONSERVATION AND DEVELOPMENT

### **Current Projects and Opportunities:**

- Metro Square/Middletown Parking Arcade
- Riverfront Development:
  - Public Spaces
  - Public/Private Partnerships for Riverfront Development
- Newfield Street Corridor
- Brownfield Redevelopment & Remediation
  - Public/Private Partnerships
- Conservation and Agriculture Preservation
  - Strengthen Relations with Downtown Private Sector Institutions including Wesleyan University, Middlesex Community College and the Chamber of Commerce
- New Zoning Code for the City – Public Hearings

Candidates are encouraged to view the City of Middletown website and link to the Department of Planning, Conservation & Development webpage <http://www.middletownplanning.com> to familiarize themselves with our City and the many projects facing the department today.

*In addition to submitting the required application for employment form, Serious Candidates are invited to bring forth their ideas and visions that will demonstrate your ability to effectively meet the challenges presented, and to move our City forward with continued development and economic growth and stability to our region.*



*Inn at Middletown*



*Downtown Main Street*



*Laurel Brook*

### **The City of Middletown is an Equal Opportunity Employer**

The City of Middletown encourages applications from qualified individuals regardless of race, color, religious creed, sex, age, sexual orientation, marital status, ancestry, transgender status, gender identity or expression, national origin, disability, genetic information, political belief, and military or veteran status.