

Middletown, CT Job Description

Classification Title	Director of Planning, Conservation & Development
Job Code	
Department	Planning, Conservation & Development
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

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. The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- 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. ~~;~~ ~~s~~ ~~Selects new employees; provides employees. Provides~~ training and ~~instruction; plans instruction. Plans,~~ coordinates, assigns and reviews work. ~~;~~ ~~m~~ ~~Maintains standards; allocates personnel~~ and evaluates performance. Administers personnel regulations and collective bargaining agreement.
- Plans, supervises and coordinates the review and updating for the City's Plan of Development. Ensures compliance and enforcement of regulations.
- Administers, reviews, and makes recommendations on commercial, recreational, office, industrial and residential development proposals. Administers, coordinates and makes recommendations concerning land use regulations.
- ~~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. Coordinates planning and zoning review and actions with other City departments.

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- ~~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. Addresses public and private groups on planning 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. Compiles and analyzes data on economic, social and physical factors affecting land use. Participates in professional planning, conservation, economic and community development organizations to maintain current on technological and legal developments and change.~~
- ~~Manages city-owned property. Negotiates and purchases properties for economic development and conservation efforts. Identifies the sale or lease of City surplus land. Assesses and remediates brownfields and hazardous waste.~~
- ~~Prepares and makes budget recommendations; administers recommendations. Administers approved department budgets and grants; ~~prepares~~ prepares extensive grant applications to the state and federal government. ~~Develops applications for inter-governmental assistance.~~~~
- Oversees consultant agreements.
- ~~Prepares a variety of reports, documents and correspondence; provides statistical and narrative reports to the Mayor and Council.~~
- ~~Conducts site visits to construction sites and foreclosed and abandoned buildings; markets and oversees the re-use of foreclosed City properties.~~ Conducts extensive work in neighborhoods in need of revitalization.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's Master's D~~egree in ~~City, Urban or Regional Planning, Public Planning, Public Administration, Economics or Administration~~ or a related field ~~with Master's level~~

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~~coursework in the field—Master's degree preferred—with and at least five years of of managerial urban planning/conservation/development experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- Position requires certification as a Planner by the American Institute of Certified Planners, ~~and the possession of a valid Connecticut driver's license.~~

PREFERRED QUALIFICATIONS

~~At least seven years of managerial experience.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as applications, maps, plans, architectural drawings, appraisals, studies, reports, legal opinions, budgets, grants, contracts, statutes, ordinances, correspondence legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Mayor and all department staff, other City departments, local, state and federal agencies, boards, commissions, councils, developers, attorneys, architects, engineers, realtors, appraisers, citizen/neighborhood groups, businessmen, schools, service groups, officials, the media and the public.~~Knowledge of municipal policies, ordinance and state statutes

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry. Knowledge of principles and practices of municipal planning and zoning, conservation, economic and community development~~
- Ability to analyze and interpret reports and studies
- Knowledge of property management, purchase sale and lease contracts
- Ability to budget and financially plan
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness

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- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy/ies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, Geographic Information System, mapping tools, drafting instruments, architect/engineer scale, vehicles and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/04/15
Dates revised	