

Town of Willington

Assistant Land Use Agent

Description of Duties

A. Position Overview:

The Assistant Land Use Agent is a full-time technical position that encompasses the duties and responsibilities as they relate to the Assistant Zoning Agent and Assistant Wetland Agent. It provides for the general administration and enforcement on behalf of the Planning and Zoning Commission (PZC), Inland Wetlands and Watercourses Commission (IWWC) and Zoning Board of Appeals (ZBA) in accordance with Connecticut State Statutes and Town policies, procedures and ordinances, as adopted.

B. Reporting and Supervision:

SUPERVISION: Supervision of all wetland, zoning, permitting and enforcement related duties is provided by the Zoning Agent, Planning and Zoning Commission and Inland Wetland and Watercourses Commission, through each Commission's Chair.

AUTHORITY: Serves as an agent of the Planning and Zoning Commission of the Town of Willington in matters of enforcement of the Town's regulations. Serves as an agent of the Commission of the Connecticut Department of Energy and Environmental Protection (DEEP) in matters of enforcement of the Town of Willington's Inland Wetlands and Watercourses Commission.

C. Essential Job Functions:

- Assist the clerk and/or Land Use Department Secretary in the preparation, filing, dissemination and retention of all required PZC, IWWC and ZBA notices including but not limited to; Agendas, Record of Votes, Minutes, and Legal Notices.
- Assist the Zoning Agent in review of all Land Use Department, PZC, IWWC and ZBA permit applications to determine completeness and compliance with all applicable State and Local regulations.
- Under the supervision of the Zoning Agent, manage the receipt, review and issuance of administrative permits received in the Land Use office via the Town of Willington's Online Permitting portal.
- Perform research in the Town of Willington's Land Records including the review deeds, maps, easements etc,
- With assistance from the Zoning Agent, investigate complaints and monitor compliance to the Town's Zoning Regulations and Inland Wetlands and Watercourses Regulations, as adopted.
- As necessary and following appointment by the Planning and Zoning Commission, issue warnings, notices of violation and orders for identified violations.
- Attend Planning and Zoning Commission and Inland Wetland and Watercourses Commission regular and special meetings for the purposes of drafting minutes as required by CT State law.

D. Requirements:

- Bachelor's Degree from an accredited college or university in land use planner, natural resources, public administration or a closely related field, or in lieu thereof, significant job-related experience. Job experience can be substituted for degree where appropriate.
- Connecticut Association of Zoning Enforcement Officials (CAZEO) Certification or ability to become certified and maintain certification as a Certified Zoning Enforcement Officer (CZEO) within 2 years of date hire.
- DEEP Municipal Inland Wetland Commissioner's Training Program completion or ability to become certified within 1 year of date of hire.
- ESRI GIS training preferred
- Working knowledge of computers systems including; Microsoft Office Suite and ability to work flexibly with new or unfamiliar programs and/or systems.
- Experience with ViewPoint Cloud permitting system preferred.
- Must have a valid State of Connecticut Driver's License

E. Other Skills/Abilities:

- Knowledge of CT General Statutes related to planning, zoning, inland wetlands and historic districts, including the Freedom of Information Act.
- Knowledge of planning, zoning, inland wetlands and historic district regulations, principles and practices including the ability to read maps and places and to understand the content, purpose and procedures of zoning and related land use regulations.
- Investigative skill in making observations and ascertaining facts.
- Skill in oral and written communication, including firmness and tact.
- Skill in establishing and maintaining effective working relationships with contractors, developers, property owners, municipal land use agency members, staff and the general public.
- Ability to maintain records, prepare written and oral reports.
- Ability to read and analyze procedural manuals, technical procedures and documents, mapping, topographic, architectural and geographical data and maps, rules and regulations, policies and ordinances.
- Ability to compose correspondence, press releases for approval by the Zoning Agent.
- Ability to calculate figures and amounts such as proportions, percentages, area circumference and volume and to apply concepts of basic algebra and geometry.
- Ability to work cooperatively and constructively in resolving issues or problems.
- Skills in conducting research and analysis to prepare technical reports.
- Ability to meet and serve the public pleasantly, respectfully and informatively.
- Ability to receive, record and response to inquiries via telephone, fax, email, written and in person.
- Ability to perform tasks and duties as assigned by the Zoning Agent or First Selectman to assist in the ongoing needs of the organization.

F. Conditions:

The following described the physical demands and work environment that an employee must regularly abide to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to walk, to talk, to hear, to feel and to smell; to reach, to handle, and to operate standard office equipment and measuring devices with hands and arms; to ascend and descend stairs, to lift files, and to open drawers; to site at a desk for periods of time, to concentrate for periods of greater than 30 minutes, to stand at assigned locations, to walk to other offices within Town Hall and to work continuously for extended periods of time. To walk on uneven terrain or steep slopes. Specific vision abilities required by this job include the ability to adjust focus for close vision, as in reading plans and documents, and for identifying objects far away, as in driving. The Town of Willington may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive. Employee may perform other functions as assigned.

