

Town of Easton

RFQ for Land Use Consultant

Land Use Consultant – 18 hours a week, \$60/hr. Assist with efforts to plan and implement land use program in Easton, CT. Performs site-plan reviews, interprets plan of conservation and development and regulations, advises Planning and Zoning Commission, and related functions.

Email resume and cover letter to manania@eastonct.gov

July 15, 2019

Land Use Consultant

GENERAL STATEMENT OF DUTIES:

The purposes of this position are to assist with the efforts to plan, organize, conduct and supervise the land use program for Easton including: zoning administration, planning, subdivisions, open space, flood plains, site-plan review, interpreting and adhering to Easton's regulations and its plan of conservation and development, and seeking out and applying for grants. This is accomplished through coordinated efforts of staff and various land use boards and commissions. The Land Use Consultant is required to exercise considerable independent judgment.

SUPERVISION RECEIVED:

Works under the direct supervision of the Planning and Zoning Commission and the general direction of the First Selectman.

SUPERVISION EXERCISED:

None.

ILLUSTRATIVE DUTIES:

- Plans, organizes, initiates and directs comprehensive land use program; develops short term and long range comprehensive departmental plans.
- Serves as staff to Planning & Zoning Commission and Board of Zoning Appeals; reviews meeting agendas, reviews public notices, reviews applications for completeness; meets with applicants and their agents as necessary; provides recommendations and technical expertise to Commission; oversees or prepares approvals and denials, reports, etc.
- Coordinates with Town staff to address resident complaints about land use application process and potential violations of regulations/ordinance.
- Oversight of land use application process; evaluate changes needed to implement process; revise applications forms and administrative processes to improve services; review and update regulations; update web site.
- Attends various board and commission meetings as necessary such as Planning & Zoning, ZBA, Conservation Com, Board of Selectman, Board of Finance, etc.
- Reviews municipal ordinances, regulations, policies and guidelines with Town staff, and Land Use Boards; recommend revisions as needed, research and draft new regulations or policies as needed.
- Prepares and administers operating budget for department; present budget to appropriate Boards and First Selectman.
- Submits oral and written reports to Town officials and state agencies.

Minimum Qualifications

The qualifications required would generally be acquired with a Bachelor's Degree in planning, civil engineering, law or some related field.

A valid motor vehicle operator's license is required.

Working knowledge of the principles and practices of land use management, planning, zoning enforcement, inland wetlands and erosion and sedimentation control, building inspection process, fire marshal operations; thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions wetlands, land use and development; thorough knowledge of land use boards and commissions procedures; knowledge of computer applications appropriate for office.

Ability to develop short term and long range comprehensive plans for land use administration; ability to read and interpret site plans, drawings and specifications; ability to perform technical research and analysis in the field of planning, land use and development.