

## **Land Use Officer**

The Town of Warren is seeking to fill the position of Land Use Officer. This is a part time position of 15 hours per week plus Land Use Commission monthly night meetings. Applicant must be able to work with the public and commissions in a kind and helpful manner. Applicant must have Land Use experience – Zoning and Inlands certification a plus.

Contact the Selectman's Office at 860-868-7881 x 103 for an application. Scroll down for job description.

# Town of Warren

## *Land Use Officer*

### Position Summary:

Manages the Warren Land Use Office, administers the rules and regulations associated with the Inland Wetlands Commission, the Planning and Zoning Commission and their sub-committees. ZEO/IWC officer will provide leadership, support and assistance to commissions on land use planning, regulations and state statutes.

### Essential Job Functions:

- Administers and coordinates land-use policy and zoning enforcement for the Town under the direction of the Planning & Zoning Commission, Wetlands Commission and Zoning Board of Appeals.
- Reviews, coordinates and processes applications for land-use and enforces the municipal zoning regulations.
- Provides information and advice to residents, engineers, developers, and other interested parties on matters relating to zoning regulations and the general planning and development requirements of the community.
- Coordinates applications for all land-use commissions, including Planning and Zoning, Wetlands and Zoning Board of Appeals.
- Reviews all site plans, subdivision plans and plans of proposed building construction and alterations to assure conformance with the Planning and Zoning and Wetlands requirements; conducts field inspections of new construction to determine compliance.
- Approves zoning permits not requiring action by the Planning and Zoning Commission.
- Investigates complaints of regulation violations: Handles complaints regarding violations of Zoning and Inland Wetland regulations and takes appropriate action including issuing notices of violation and/or cease and desist orders. All complaints are checked in the field prior to taking any action.
- Posts and maintains office hours structured to facilitate public.
- Monitors compliance issues.
- Conducts field inspections of development sites to assure compliance with land use plans and regulations, including erosion and sedimentation control requirements.
- Ensures all meetings and site walks are properly noticed as required by state statute

- The Land-Use and Zoning Enforcement Officer will assist in the administration of the Flood Plain Ordinance.
- Prepares Certificates of Compliance for work completed after site inspection.
- Knowledge of principles and practices of Planning and Zoning and Wetland regulations as applied to municipalities and legal procedures as related to the enforcement of regulatory codes. Ability to understand subdivision maps, site plans, building plans; some knowledge of erosion control, drainage, building construction and site planning.

*Communications:*

- Prepares agendas, maintains files, posts notices and decisions.
- Keeps necessary records and prepares written reports to the Planning and Zoning Commission and others as required. Attends Planning and Zoning Commission meetings and Wetlands and Zoning Board of Appeals meetings. Prepares and gives testimony when necessary.
- Prepares approval/denial letters/permits based on motions made during Commission meetings.
- Prepares and submits legal notices for publication as required by statute.
- Performs other related duties as required.
- The Land-Use and Zoning Enforcement Officer will be accountable to the Board of Selectmen.
- The Land-Use and Zoning Enforcement Officer is directly accountable to the Planning and Zoning Commission for enforcement of all regulations and the processing of all applications and permits pertaining to the Commission.
- Maintains records for fees collected and submit monthly reports to the Town Treasurer.
- Submits quarterly permit reports for Connecticut Department of Energy and Environmental Protection (DEEP) and other state agencies as needed.

### Qualifications:

- Must be a Certified Zoning Enforcement Official or receive certification within 3 years of employment.
- Must have completed the Municipal Inland Wetlands Commissioners Training Program by the Department of Environmental Protection or be able to complete the program within 3 years of employment
- Ability to readily acquire a working knowledge of applicable Zoning and Wetland regulations and related departmental policies and procedures and to prepare a variety of records and reports.
- Ability to read and understand maps, site plans, building plans; knowledge of erosion control, drainage, building construction and sit planning.
- Ability to make inspections, to follow oral and written assignments and to ascertain facts through investigation.
- Ability to develop and maintain effective working relationship with supervised employees and the general public and elected officials.
- Applies independent judgment and initiative in interpreting and enforcing land-use regulations and laws.
- Manage time efficiently and meet deadlines.
- Valid driver's license required.
- Microsoft suite proficient.
- GIS proficient a plus.

*Physical Demands:*

- Physical ability to make field inspections and negotiate rough terrain and/or undeveloped properties
- Must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus to use the computer, read code and statute, and prepare reports
- While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear or sit
- Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions