POSITION DESCRIPTION
CITY PLANNER

Position Title: City Planner
Department: Planning and Zoning
Reports to: Mayor
Union: Non-Union
FLSA Status: Exempt
Approved By: Mayor
Approval Date: March 11, 2020

SUMMARY

The City Planner, under the direct supervision of the Mayor, performs administrative, professional and technical duties in municipal planning functions, including strategic planning, economic development and grant submissions for the City of Groton. The City Planner manages the position of Economic Development Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all work necessary to support the work of the City Planning and Zoning Commission and for oversight and research on technical or policy-related issues of local importance.

2. Strong working knowledge of all aspects of the Connecticut General Statutes which govern planning, zoning, coastal area management, and municipal government.

3. Critical responsibilities will include review and on-going monitoring of land use and project development applications; review and ensure compliance with the City’s Plan of Conservation and Development, City’s ordinances, regulations and Connecticut General Statutes to include review of coastal development, industrial development projects, coordination of the review and update of the City’s Plan of Conservation and grant preparation and submission for the City of Groton.

4. Participates in making and analyzing near-term and long-range planning recommendations that impact land use and development locally and regionally.

5. Performs all work necessary to support the work of the City Economic Development Commission including performance management, support and training of the Economic Development Specialist position.

6. Researches grant prospects. Prepares, submits and manages grant proposals from initiation, approval and implementation through to completion. Maintains all appropriate records and reporting.
7. Reviews and complies with regional water supply plans, local plan updates, water appropriation permits and environmental assessment reports for consistency with the City of Groton resources policies. May coordinates these reviews with a variety of Groton Utilities staff.

8. Maintains the Planning and Economic Development website with regular updates of information and materials.

9. Creates and updates application forms and information material related to planning on a regular basis to ensure effective communication.

10. Collaborates closely with the Building and Zoning Department and ZEO/Building Official with respect to application reviews, redevelopment of property and enforcement and other matters as required.

11. Attends all Planning and Zoning Commission meetings and makes recommendations regarding new developments and changes to existing residential, commercial and industrial sites as they relate to the City of Groton. Prepares agendas, meeting minutes, staff reports to the Commission and maintains Planning and Zoning website updates as required by statutes and appropriate communications to the public.

12. Supervisors Economic Development Specialist and attends Economic Development Commission meetings as required and appropriate and makes recommendations, suggestions, and assists with policy and budgetary issues as required.

13. Researches land ownership and works in conjunction with the City Attorney to negotiate appropriate compensation for easement and right-of-way procurement.

14. Works with the public and private entities to address a variety of issues including redevelopment, applications, and general inquiries. As appropriate, communicates findings and recommendations to regulatory agencies management.

15. Provides support for Council led planning and grant procurement efforts including scheduling meetings, preparing agendas and minutes and participating in meeting discussions.

16. Serves as staff or staff representative to committees as directed.

17. Assists the Mayor and Finance Director in the preparation of the City’s annual Capital Improvement Budget.

18. Responds to requests for information from the Mayor, City Council, Department Heads, residents and outside agencies.

19. As required for planning and economic development projects, schedules public hearings, prepares legal notices for publication and distributes appropriate information as required.

20. Collaborates with Groton Utilities as required to support applications and planning initiatives. Works with Utility personnel as applicable to review all Plans, including Coastal
Area Management (CAM) applications, and forwards legal notices involving CAM reviews to the Department of Environmental Protection.

21. Attends Mayor and Council/Committee of the Whole/Group I and II meetings as required.

22. Maintains an excellent working relationship with the general public, Department Heads, design professionals, contractors and building/property owners.

23. Reflects a positive, professional image of the City of Groton.

24. Performs all other duties as assigned.

25. This individual must exhibit an understanding of planning, engineering, urban design and development skills as they pertain to an urban community with a significant industrial tax base and must have the ability to effectively and persuasively presenting programs to other agencies, business groups, towns or other external groups as required. Ability to analyze and evaluate complex planning, zoning, economic, legal, policy, environmental and regulatory issues and make appropriate recommendations and decisions regarding their resolution.

EDUCATION AND/OR EXPERIENCE

Bachelor’s degree in planning, public administration or a related field and five to seven years of progressively responsible experience in planning administration, and/or community/economic development including supervisory experience is required. Master’s degree is preferred. Employee should have a knowledge of ARC View and ARC Information GIS systems and have experience with grant and contract writing and administration.

Must possess and maintain a valid State of Connecticut driver’s license and safely operate a City of Groton vehicle.

Must be able to utilize a computer including word processing, spreadsheets and specialized software, phone, fax and copy machine and other equipment pertaining to this position.

LANGUAGE SKILLS

Ability to read, speak and write the English language.

PHYSICAL DEMANDS

Must be in good physical condition. The physical demands described are representatives of those that must be met by an employee to successfully perform the essential functions of this position. The employee is frequently required to sit, walk, talk and/or hear, use hands and fingers, handle and/or feel. The employee is required to visit sites, developed and undeveloped, walk in hilly and unstable conditions, and inspect Municipal infrastructure. The employee must frequently lift and/or move up to ten (10) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
WORKING ENVIRONMENT

The working environment is usually in an office setting with minimal noise. In the field, the employee may be exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.