



# TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN  
(860) 779-3411 Option 2

TOWN CLERK  
(860) 779-3411 Option 4

TAX COLLECTOR  
(860) 779-3411 Option 5

ASSESSOR  
(860) 779-3411 Option 6

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POSITION TITLE:	Town Planner
REPORTS TO:	First Selectman
START DATE:	Immediately
SCHEDULE:	Full-Time (35hrs)
HOURS:	Monday – Wednesday 8am – 5pm & Thursday 8am – 6pm
UNION ELIGIBLE:	Yes
BENEFIT ELIGIBLE:	Yes
SALARY RANGE:	Grade S2 / \$38.57hr. - \$46.32hr.

*\*Salary based on qualifications and experience*

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## GENERAL SUMMARY:

The purposes of this position are to plan, organize, conduct and supervise a comprehensive land use and planning program for the community including: zoning administration, planning, contracting with engineering services as needed, inland wetlands, subdivisions, conservation and open space, grants, economic development and affordable housing. This position also evaluates new developments or projects to ensure all aspects of land use administration are performed by staff or appropriate contracted consultants. The Town Planner is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position serves as Interim Zoning Enforcement Officer as needed.

## SUPERVISION:

*Supervision Scope:* Oversees and performs a wide variety of special professional, technical and administrative responsibilities requiring an extensive knowledge of land use administration. Coordinates with the Zoning, Wetlands, and Blight Enforcement Officer, Town Attorney, Town Review Engineer, Fire Marshal and Building Official.

*Supervision Received:* Works under the direction of the First Selectmen, works with various boards and commissions to assure compliance with established policies, statutes, town ordinances and regulations.

*Supervision Given:* Supervises the Building and Land Use Assistants; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

## ESSENTIAL FUNCTIONS:

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Serves as staff to the Planning and Zoning Commission; attends evening meetings; oversees preparation of meeting agendas, legal notices, and official correspondence; reviews applications and site plans; meets with applicants and their agents as necessary; administers, supervises, reviews, evaluates and makes recommendations related to applications to the Planning and Zoning Commission for zone changes, zoning regulation amendments, special permits, site plans and subdivision approval including the preparation of approvals, denials, special permits, easements, bonding, open space liens, releases, etc.

- Provides professional land use advice to the First Selectman and other officials, prepares oral and written reports to Town officials and state agencies, makes private and public presentations.
- Confers with and provides explanation, technical advice and information to prospective developers, attorneys, the public and other town staff and officials on matters relating to land use and development,
- Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development and conservation issues. Provides technical advice, information and policy recommendations on matters related to land use, community and economic development. Accumulates statistical data for analysis of changes in population, land use and other factors affecting growth and development. Coordinates town planning programs with regional, state, and federal planning agencies.
- Analyzes the effectiveness of land use controls and makes short term and long term recommended changes. Designs, prepares and makes recommendations for changes in subdivision and zoning regulations.
- Prepares specifications for consulting services and oversees and coordinates consulting services in planning, engineering, housing and economic development including the review and updating of the Brooklyn Plan of Conservation and Development.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
- Prepares and administers operating budget for department.
- Serves as Interim Zoning Enforcement Officer in absence of Zoning Enforcement Officer.

**OTHER FUNCTIONS:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development

**MINIMUM REQUIRED QUALIFICATIONS:**

Education, Training and Experience:

The qualifications required would generally be acquired with a master's degree in Planning, Community and Economic Development, or a closely related field and five years of increasingly responsible professional regional or municipal land use planning; OR an equivalent combination of experience and training. A.I.C.P. Certification preferred.

Special Requirements:

Must have and maintain: Valid CT driver's license

KNOWLEDGE, ABILITY and SKILL:

*Knowledge:* Thorough knowledge of the principles and practices of land use management, planning, zoning enforcement, inland wetlands and erosion and sedimentation control; thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions wetlands, land use and development; knowledge of GIS systems and Computer applications appropriate for office

*Ability:* 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; ability to administer and coordinate a municipal planning, land use and development operation; ability to analyze, interpret and explain complex planning/zoning regulations; ordinances, reports and studies; ability to deal effectively with Town staff and officials, developers, attorneys, and the public. Ability to write and administer grants with appropriate staff members. Ability to assign, train, and supervise technical and clerical staff; ability to prepare and administer an operating budget for the departments; ability to prepare and present technical and narrative reports in oral and written form.

*Skill:* Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; aptitude for working with drawings; aptitude for working with and explaining laws and regulations to people; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff

*Interested candidates will need to complete an online application on the Town of Brooklyn website @ <https://www.brooklynct.org> and send a cover letter and resume to Human Resources, Attn: Lori Gilpin @ 119 Gorman Road, Brooklyn CT 06234 or [gilpin@brooklynschools.org](mailto:gilpin@brooklynschools.org)*