

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

Open Competitive Exam #2205

OPEN COMPETITIVE EXAMINATION FOR: City Planner

SALARY: \$85,000 – 120,000/yr.

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF DUTIES:

Oversees the City’s land use permitting processes;
Oversees Zoning and Wetlands enforcement actions;
Oversees current and long-range planning activities including the preparation and maintenance of the City’s Plan of Conservation and Development;
Guides activities in accordance with the City’s Plan of Conservation and Development;
Serves as the City representative on the Naugatuck Valley Regional Planning Commission;
Provides development consultation to persons seeking land use approvals;
Coordinates project reviews with other City Departments;
Prepares agendas publishes legal notices and attends meetings of the City Plan Commission, the Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands and Watercourses Commission;
Provides technical assistance and support to the City Plan Commission, the Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands and Watercourses Commission in execution of their adopted work program and other activities;
Reviews applications to the City Plan Commission, the Zoning Commission, the Zoning Board of Appeals and the Inland Wetlands and Watercourses Commission and submits recommendations as appropriate;
Serves as Zoning Enforcement Officer and Inland Wetlands Agent and oversees Zoning and Wetlands staff;
Testify in court as necessary;
Manages monitors, and evaluates the work of planning department staff;
Administers existing planning and zoning ordinances and procedures;
Prepares and adheres to the department budget; Interfaces with various groups and officials for education and information purposes;
Directs and evaluates planning and research studies and coordinates consultant studies;
Prepares and presents special reports and studies related to land use.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory, principles, and practices of comprehensive land use planning and zoning administration and urban design;
Knowledge of Connecticut planning, zoning, redevelopment, development, and environmental law;
Ability to work independently;
Ability to supervise, direct, and evaluate the work of others;
Ability to communicate effectively and understand and prepare complex written, visual, and oral reports;
Ability to relate well with and establish cooperative relationships with elected officials, volunteers, the public, the neighborhood groups, staff, and business representatives;
Strong analytical ability;
Knowledge of personal computers and current software applications, including GIS;
Completion of the CT DEEP Municipal Inland Wetlands Agency Comprehensive Training Program;
Connecticut Driver's License is necessary.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Master's degree in planning or related field from an accredited college or university with major course work in urban planning, regional planning, urban design, public administration, business management or a closely related field, plus five years of increasingly responsible experience in comprehensive urban planning, preferably with a mid to large-sized municipality, plus two years of administrative and supervisory responsibility; 6 additional years of responsible planning experience is acceptable in lieu of the Master's degree; AICP certification preferred.

WORKING CONDITIONS:

Normal office environment and non-hazardous outdoor field work.

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**COPIES OF DEGREE OR TRANSCRIPTS AND APPLICABLE
CERTIFICATIONS
MUST BE SUBMITTED AT TIME OF APPLICATION**

SPECIAL NOTE: Three (3) year contract provision by City Charter.

The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEO Utilization Report available upon request

2/1/19
2/27/19 USAR
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