

TOWN OF LEDYARD
ASSISTANT TO DIRECTOR OF LAND USE & PLANNING

NATURE OF WORK:

The Assistant provides supportive clerical and administrative services to the Director by assisting in the performance of a wide range of land use planning and zoning functions in the areas of all land use applications, economic and community development initiatives, capital improvement budgeting, and related municipal planning areas. Responsible for coordinating the Town's economic and community development program.

SUPERVISION RECEIVED:

Primarily supervised by the Director of Land Use & Planning and secondary by the Zoning Official as assigned by the Director.

SUPERVISION EXERCISED:

N/A

ESSENTIAL JOB FUNCTIONS:

- Assists the Director with the routine daily operation of the planning and development of the Town and for overseeing Town activities relating to land use and development, as assigned, including, but not limited to:
 - Assists in the preparation of reports to the Planning and Zoning Commission on land use applications.
 - Assists the general public by providing information on land use and development, including procedures and guidelines to be followed in obtaining authorizations and permits required to develop property.
 - Assists with the preparation of reports for implementation of economic and community development policies, programs, and projects including organized business retention, expansion, and recruitment efforts.
 - Assists with the compilation and analysis of data on economic, social, environmental and physical factors affecting land use.
 - Assists with the preparation and updates of the Plan of Conservation and Development; Affordable Housing Plan; and various regulations and municipal ordinances pertaining to land use and development.
 - Research sources of state and federal grant funding as they pertain to land use, capital improvement or economic development projects and assists in preparation of applications and administration of grants.
 - Assists with the coordination of Economic Development Commission on policy initiatives, business visits, and promotional campaigns.
- Receives and processes land use applications by directly working with the public and by managing records, filing and corresponding as assigned by the Director.
- Responsible for the maintenance of the land use application records and property records.

- Prepare and maintain Land Use & Economic Development Commission agendas, minutes & notices and provides staff support to said Commissions.
- Assists the Director in managing the Housing Rehabilitation program by taking in applications, providing information to the public, and coordination with Town Consultant regarding projects status reporting.
- Observes the strictest confidentiality with maintenance of restricted files and information while still providing high quality service to the public and other Town departments.
- Prepare department correspondence and perform other duties of a clerical nature as instructed by the Director.
- As assigned by the Director, responsible for day-to-day operations of the Department when the Director is out of the office. Organizes and determines priority of work in conjunction with supervisor.

****** The duties listed above are intended only as illustrative 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. ******

QUALIFICATIONS PROFILE:

Knowledge, Skills & Abilities

- Working knowledge of zoning and subdivision laws and comprehensive plans, including their formation, process of adoption, and enforcement.
- Ability to read and interpret site plans, technical reports and specifications.
- Knowledge of personal computers, including spreadsheets, Microsoft Office and Geographic Information Systems (GIS) software.
- Ability to read and understand business plans.
- General knowledge of regional, state, and federal laws & regulations pertaining to land use and economic development programs.
- Ability to follow and provide complex oral and written instructions.
- Ability to communicate effectively, orally, and in writing with architects, contractors, business people, developers, other government officials, and the general public, Town officials, agencies, and other office staff.
- Possesses knowledge of modern office practices and procedures.
- Organizational skills, ability to prioritize, multi-task, meet deadlines, interpersonal and telephone skills are required.
- Ability to insure confidentiality as required and protect the integrity of the Town.

Experience and Training

1. Graduation from an accredited college or university with a bachelor's degree or associate degree in related field and two (2) years of progressively responsible office experience; or a high school diploma or GED and four years secretarial or office administration experience reflecting progressive responsibility. Or an equivalent combination of experience and training.
2. Ability to obtain Zoning Official Certification by successfully completing training by the Connecticut Association of Zoning Enforcement Officials (CAZEO) within two (2) years or as otherwise dictated and made available by CAZEO.

3. Ability to obtain Department of Housing (DOH) Grant Administration Certification by successfully completing training as made available by DOH.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

LICENSE OR CERTIFICATE -

CAZEO is preferred
Valid Motor Vehicle Operator's License.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by Ledyard Town Council _____, 2025

Chair

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