The Town of Glastonbury

Director of Planning and Land Use Services
Recruitment Announcement

The Town of Glastonbury is seeking a highly experienced Planning and Land Use professional to join the Town’s management team as Director of Planning and Land Use Services. The successful candidate will be a dedicated, positive, effective team player with a demonstrated track record of successful municipal Planning and Land Use experience. The Director will report to the Town Manager as part of the organization’s highly effective, experienced and successful management team and will be responsible for a full-service municipal Planning and Land Use Department. Examples of responsibilities include:

- Administers the Plan of Conservation and Development and Building Zone Regulations. Recommends and develops goals to operationalize the priorities outlined in the Plan.
- Serves as primary liaison and provides consultation services to the Town Plan and Zoning Commission. Provides support to the Inland/Wetland Conservation Commission, Historic District Commission and Economic Development Commission.
- Manages staff administrative and plans reviews with the Town Plan and Zoning commission for pending projects.
- Recommends and drafts amendments to building zone regulations for policy review and action.
- Supervises staff involved in the planning, environmental planning, health, building and fire marshal functions, ensuring high professional standards of performance and customer service are met.

The Organization
The Town of Glastonbury has a highly talented, dedicated and successful workforce. The organization is committed to effective and responsive customer service, teamwork, innovation, efficient service delivery, cost-effective Town operations, and overall professional management. The community is consistently recognized on a state and national level with examples including Sustainable Connecticut energy efficiency and sustainability award, a nationally-accredited Police Department and Senior Center program, the Government Finance Officers Association Certificate of Excellence in Financial Reporting and Distinguished Budget Presentation Award, AAA/Aaa ratings by Moody’s Investors Services and Standard & Poor’s, and countless other individual and collective state and national recognitions.
Town operating departments and divisions are organized as shown below.

The Department

The Department of Planning and Land Use Services is comprised of the offices of Planning, Environmental Planning, Public Health, Fire Marshal and Building Official. There are currently 14 full-time Department staff across the various Divisions. The department has a current operating budget of $2,286,176. The Department provides staff support to a number of appointed Boards and Commissions including the Town Plan and Zoning Commission, Conservation/Inland Wetlands Commission, Zoning Board of Appeals, Historic District Commission, and others.

The Community

Incorporated in 1693, Glastonbury is among Connecticut’s oldest municipalities. Located approximately 10 miles southeast of Hartford, the state’s capital city, the community is primarily residential with high-quality economic development, including almost 1 million square feet of commercial space, a variety of housing opportunities, and a population of approximately 35,000. Glastonbury is well known for its excellent municipal management, outstanding public education, historic character, open space and recreation opportunities, proximity to the Connecticut River, and an exceptionally high quality of life.
Glastonbury is conveniently located near a variety of local and regional amenities including:

- Riverfront Park and Boathouse
- Bradley International Airport
- Colleges and Universities
- Numerous Farms and Orchards
- New York City and Boston
- Restaurants and Shopping
- Bushnell Theater, Hartford Stage
- Connecticut and Rhode Island Beaches
- Wadsworth Atheneum Museum
- New England Ski Areas
- Mystic Seaport and Aquarium

**Ideal Candidate**

The ideal candidate will be well-versed in the principles and practices of municipal Planning and Land Use. The Director will have outstanding verbal and written communication skills, ability to effectively establish performance standards for Department operating divisions/staff, understand and support a variety of organizational initiatives, work effectively with appointed officials, members of Department staff, general public, and individuals/entities presenting projects for review and approval. The Director will perform duties and assignments in a positive, professional manner commensurate with the position and have the ability to work effectively as a “team player” in support of the Department and overall organization.

**Experience and Qualifications**

- Master’s degree from a recognized college or university in planning, economics or public administration and five (5) years of progressively responsible planning experience including at least two (2) years as a Town Planner (or the equivalent) or Bachelor’s degree from a recognized college or university in planning, economics or public administration and ten (10) years of progressively responsible planning experience, including at least two (2) years as a Town Planner (or the equivalent)
- Four (4) years in a supervisory capacity
- American Institute of Certified Planners Certification
- Knowledge of public administration principles and practices as applied to the community development function
Considerable ability to
- Administer policies and procedures, including planning, budget management, and make sound decisions
- Communicate effectively in writing, including, report development and drafting of regulations
- Communicate effectively, orally, and establish/maintain effective working relationships
- Effectively lead/supervise diverse work groups through supervisory personnel
- Valid Driver’s License

The current annual salary for this position is up to $145,216, with starting annual salary based upon the qualifications and experience of the successful candidate.

The Town of Glastonbury offers competitive benefit packages including the following:
- Pension Plan
- Vacation, Personal, Holiday and Sick Leave
- Health and Dental Insurance
- Life Insurance
- Long-term Disability

**How to Apply**
To be considered for this outstanding opportunity, please visit [https://www.governmentjobs.com/careers/glastonburyct](https://www.governmentjobs.com/careers/glastonburyct) to complete the Town’s online application process. Candidates must include a cover letter and resume, and are also invited to submit writing samples from policies, procedures, protocols and regulations they have written or prepared in their career.

Although applications will be accepted until the position is filled, they will be screened upon receipt. Interested candidates are encouraged to apply early in the recruitment process.