

Town of Old Lyme

Land Use Coordinator/Zoning Enforcement Officer/Inland Wetlands Enforcement Officer

Applications must be received by 4pm on January 29, 2014

The Town of Old Lyme is searching for a Land Use Coordinator who will supervise all the Land Use departments in the town and perform services as the Zoning Enforcement Officer (ZEO) and the Inland Wetlands Enforcement Officer (IWEO). This position reports directly to the First Selectman and the Zoning Commission.

The Land use Coordinator shall provide and maintain policies within all the Town Hall Land Use departments to provide coordinated application of services, including all phases of land use applications, and provide close coordination of actions with the CT DEEP, Town Building Official, Sanitarian, Fire Marshal, Planning Commission, Zoning Board of Appeals, Historic District Commission, Police, and other local and state staff. As the ZEO, he/she will be responsible for the issuance of Zoning Compliance Permits in accordance with the Zoning Regulations, and other approved permits issued by the Zoning Commission, Planning Commission, Zoning Board of Appeals, Inland Wetlands and Watercourses Commission, Open Space Commission and the Historic District Commission. The ZEO shall perform duties related to permit issuance and enforcement, including violations, plan review, site inspections, public information/hearings and related tasks. As the IWEO, he/she shall maintain compliance with IWWC regulations and all land conservation commissions.

Minimum Qualifications: (Knowledge, Skill and Ability)

Thorough knowledge of municipal ordinances, regulations, state codes and statutes and municipal enforcement procedures, particularly as it pertains to land use matters; knowledge of general surveying and civil engineering principles, planning and urban design principles, site and architectural design process and construction methods and procedures; knowledge of Coastal Area Management (CAM) Requirements, flood management and regulatory controls of flood hazard areas; working knowledge of Geographic Information Systems (GIS) with the ability to produce maps and proficiently utilize data; ability to interpret blueprints, drawings, regulations and specifications; ability to perform on-site inspections of projects in various stages of site development; ability to follow oral and written instruction; considerable ability to organize, prioritize and perform work independently; proficient computer skills with appropriate programs and the considerable ability to establish and maintain effective and courteous working relationships with Town officials, public officials, residents, general public, other departments and agencies and co-workers. Provide examples demonstrating ability to prepare reports and correspondence utilizing proper business English, grammar, punctuation and arithmetic.

Minimum Requirements: Must have a Bachelor's degree in land use planning, environmental science, geology or related degree from an accredited college or program; (5) years practical experience with increasing responsibility in Zoning, Planning, Public Administration, Engineering, Environmental Science Zoning, Environmental Health or related field, or an equivalent combination of education, work experience and training; Connecticut Association of Zoning Enforcement Officials (CAZEO) Zoning Official Certification, and, finally, documented completion of CT DEEP comprehensive training program. In addition, Flood Plain Manager and American Institute of Certified Planners certification is desired.

Salary commensurate with experience.

Submit resume and applications by **by 4pm on January 29, 2014** to: selectmansoffice@oldlyme-ct.gov, or by mail to First Selectwoman, Town of Old Lyme, 52 Lyme Street, Old Lyme CT 06371

January 14, 2014