



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT

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**POSITION TITLE:** DIRECTOR OF PLANNING, CONSERVATION & DEVELOPMENT

**SALARY RANGE:** \$85,197 - \$126,090

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The City of Middletown is accepting applications for the position of Director of Planning, Conservation & Development. This position is located in the Middletown Planning, Conservation & Development Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on September 20, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.cityofmiddletown.com](http://www.cityofmiddletown.com). Click on *Employment*. (Faxed or e-mailed applications are not accepted.) Incomplete applications or resumes submitted without the completed application form will not be considered.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** (Copy of required license must be attached to application)

Bachelor's Degree in City, Urban or Regional Planning, Public Administration, Economics or a related field with Master's-level coursework in the field—Master's degree preferred—with five years of urban planning/conservation/development experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires certification as a Planner by the American Institute of Certified Planners and the possession of a valid driver's license. Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

**POSITION PURPOSE:** Under director of the Mayor of the City of Middletown, the purpose of this position is to direct, plan and organize comprehensive planning, conservation and economic and community development programs for the City to include the functional areas of land use, economic growth, housing, transportation, environmental protection, community development, neighborhood revitalization and related municipal planning and development areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):**

Administers the department through subordinates in the functional areas of land use, environmental protection, economic development, community development and general planning; Supervises professional, para-professional and other planning, conservation and development staff; selects new employees; provides training and instruction; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel and evaluates performance; Plans, supervises and coordinates the review and updating for the City's Plan of Development; Administers, reviews, and makes recommendations on commercial, recreational, office, industrial and residential development proposals; Reviews economic base, employment, demographic, housing and income data for development impacts; Provides technical consultation and services to the Planning and Zoning Commission and other boards, commissions and departments; Confers and coordinates functions with attorneys, developers, consultants, State and Federal planning agencies, other professionals and members of the public on planning, conservation and community/economic development matters; Coordinates planning and zoning review and actions with other City Departments; Administers, coordinates and makes recommendations regarding land use regulations; compiles and analyzes data on economic, social and physical factors affecting land use.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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