



TOWN OF MANCHESTER



**POSITION AVAILABLE
SENIOR PLANNER – CURRENT PLANNING
(Planning and Economic Development)
\$57,513.60 – 73,764.88**

CLOSING DATE: Friday, May 18, 2018

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general direction performs technical work in connection with studies and recommendations relating to the physical development of the Town and coordinates the zoning and subdivision plan review process. Manchester is a vibrant, diverse and growing small city of nearly 60,000 people 10 miles east of Hartford.

DESIRABLE KNOWLEDGE AND SKILLS: Considerable knowledge of the principles of planning and zoning administration. Some knowledge of civil engineering, landscape architecture, environmental planning or site planning, and State and local land use regulations, including zoning, subdivisions and inland wetlands. Ability to perform research and prepare technical reports. Ability to interpret laws and regulations relating to work of Town agencies responsible for land development control. Ability to communicate effectively with the public. Ability to establish and maintain effective working relationships with Town officials, staff, the development community, and advisory boards. Skill in graphic display of information including maps, charts and tables. Some knowledge or ability to learn computer applications for data management and planning analysis, including GIS.

MINIMUM QUALIFICATIONS: Master's Degree in Urban and Regional Planning or a closely related field, plus one (1) year of professional experience in a planning office performing work related to the functions of a municipal planning department. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 visit our website at: www.townofmanchester.org. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, May 18, 2018 or must be postmarked by Friday, May 18, 2018. **No faxed or emailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.