

Town of Scotland, CT
Planning and Zoning Commission Chairperson
Job Description

Job Title: **Planning and Zoning Chairperson**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

GENERAL DESCRIPTION

The Chairperson of the Planning and Zoning Commission (PZC) is elected from and by the members of the Commission. The term is for a period of one year. The Chairperson is responsible for presiding over PZC meetings and for ensuring that the committee performs its work in accordance with Connecticut statutes.

JOB DUTIES

1. Preside over monthly meetings, public hearings, and special meetings.
2. Seat alternate members in the absence of any regular members.
3. In consultation with Zoning Enforcement Officer/Planner, set the agenda for meetings.
4. Supervise the Zoning Enforcement Officer, Planner, and Recording Clerk
5. Consult with PZC attorney or professional consultants as necessary.
6. Respond to calls from citizens about zoning matters.
7. Ensure that the PZC:
 - keeps a public record of its activities
 - files an annual report with town for incorporation into the Scotland Annual Report
 - sets, advertises and conducts public hearings as required by state statute
 - manages commission member conflicts of interest in compliance with state statute
 - prepares or amends, and regularly reviews and maintains, a Plan of Conservation and Development for the town of Scotland.
 - prepares or amends, and regularly reviews and maintains, zoning and subdivision regulations

- establishes a schedule of fees as permitted by statute, to cover the processing of applications
- reviews proposals for development
- coordinates with the Inland Wetlands and Watercourses Agency when applications involve land regulated by that agency

In addition to the duties listed above, the PZC Chairperson should ensure that the PZC meets any responsibilities mandated by Connecticut General Statutes.

SUPERVISION GIVEN

Supervises the Zoning Enforcement Officer, the Planner, and Recording Clerk

SUPERVISION RECEIVED

Duties of the PZC are prescribed by State Statute and Town Ordinance.

QUALIFICATIONS

1. Elector of the town of Scotland and member of the PZC.
2. Experience chairing meetings is helpful.
3. Experience in municipal planning and zoning, and review of site and plot plans is helpful.
4. Ability to read and understand state and local regulations.
5. Ability to establish and maintain effective work relationships with the public and town officials.

TOOLS AND EQUIPMENT USED

Maps and regulations.

PHYSICAL DEMANDS

1. Physical ability to make field inspections.
2. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
3. While performing the duties of this job, the employee is frequently required to walk, climb stairs, stand, talk, hear, or sit.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office environment
2. Outdoor inspection work.
3. Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

COMPENSATION

1. There is no compensation associated with this position.
2. There are no retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer