



City of Ansonia

253 Main Street
Ansonia, Connecticut 06401

June 30, 2015

TO: Recruitment Sources
FROM: Edith Morales
Personnel/Administrative Assistant
SUBJECT: EMPLOYMENT OPPORTUNITY

PLEASE POST

**THE CITY OF ANSONIA
ANNOUNCE EMPLOYMENT OPPORTUNITY**

**ANSONIA CITY HALL
Zoning Enforcement Official/Anti Blight Officer (Full-time)
\$46,932.75 Yearly**

TO BE CONSIDERED, APPLICATION(S) MUST BE FILED BY:

4:00 P.M. WEDNESDAY, JULY 15, 2015,

APPLICATION(S) AVAILABLE BY CONTACTING:

**Ms. Edith Morales
Personnel/Administrative Assistant
City Hall
253 Main Street (Lower Level)
Ansonia, CT 06401-1842**

CLOSING DATE: Wednesday, July 15, 2015

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed-stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: Thursday, July 16, 2015

CITY OF ANSONIA
ZONING ENFORCEMENT OFFICIAL /
ANTI-BLIGHT OFFICER

TITLE: Zoning Enforcement Official and Anti-Blight Officer

DEPARTMENT: Planning and Zoning Department

POSITION SUMMARY: Responsible for the administration and enforcement of the Ansonia Zoning, Subdivision and Inland-Wetland Regulations and to provide staff support to the Planning and Zoning Commission, Zoning Board of Appeals, Inland-Wetlands Commission and Conservation Commission; Responsible for administration and enforcement of Anti-Blight Ordinance.

PRINCIPAL DUTIES AND JOB FUNCTIONS:

- Performs all activities related to issuing Zoning Permits and Certificates of Compliance.
- Accepts and provides written review and analysis of land use applications for violations or deficiencies.
- Distributes materials to appropriate divisions/departments for review and comment.
- Maintain and update zoning maps.
- Maintain records of complaints and investigations.
- Attend evening meetings, public hearings and site walks and inspections for the Planning and Zoning Commission, Inland Wetland Commission, Zoning Board of Appeals and Conservation Commission.
- Prepare legal notices, agendas and approval/denial letters and distribute same for all Land Use Commission and Boards.
- Investigate land use (zoning, signs) complaints, answer inquiries.
- Conduct site inspections to assure compliance, including erosion and sediment control requirements.
- Enforce all zoning, subdivision, and other applicable regulations.
- Enforce Anti-Blight Ordinance

OTHER DUTIES AND JOB FUNCTIONS:

- Attend other evening meetings when needed.
- Assist with revisions to the land use regulations
- Attend various meetings with developers, design professional, and the general public.
- Maintain land use files, financial records, and bond files.
- Supervise the work of technical personnel.
- Attend Superior Court hearings and provide testimony and documentation regarding zoning issues.
- Perform other duties as assigned.

SUPERVISED BY: The position is under the supervision and direction of the Planning and Zoning Commission and the Mayor.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic knowledge of the principles of land use development.
- Basic knowledge of the concepts of land use regulations.
- Basic knowledge of State Statutes as they pertain to land use.
- Basic knowledge of State and City Anti-Blight Regulations and Ordinances.
- Must be able to interact well with the public.
- Good communication skills, both written and oral, frequently in controversial or sensitive circumstances.
- Must possess a valid Connecticut driver's license, and provide own transportation if necessary.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

- Performance of duties in Office Environment.
- Performance of duties in field work under varying weather conditions.
- Intermittent exposure to computer screens.
- Highway driving may be required.

EDUCATION/EXPERIENCE PROFILE:

- Associates Degree in Planning or related field from an accredited college or university preferred.
- Minimum 3 years experience in land use, zoning enforcement or related field.
- Certification as a CZEO by the Connecticut Association of Zoning Enforcement Officers (CAZEO) is required for the position.

This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility.