



TOWN OF LITCHFIELD

Job Opportunity

LAND USE ADMINISTRATOR (LUA) / ZONING ENFORCEMENT OFFICER (ZEO)

LAND USE DEPARTMENT

This position is covered by the collective bargaining agreement between the Town of Litchfield and the Litchfield Supervisors Union, affiliated with CSEA, SEIU Local 2001. The salary range is \$58,182 - \$75,400 annually. The Town offers a comprehensive benefits package, including Health, Dental, and Vision coverage through the CT State Partnership Plan, generous paid time off, and an employer-contributed 401(a) retirement plan.

Position Title: Land Use Administrator (LUA) / Zoning Enforcement Officer (ZEO)

Supervises: Land Use Administrative Assistant

Annual Salary Range: \$58,182 to \$75,400, depending on experience

Status: Full-time, 40 hours per week

Position Summary

The Land Use Administrator (LUA) serves the Town of Litchfield and reports administratively to the First Selectman. The LUA coordinates, manages, and processes all proposals for land development in the Town. Additionally, the LUA coordinates and implements land use policies, regulations, and serves as the Town's Zoning Enforcement Officer (ZEO) and Wetlands Agent. This position supports multiple Land Use Boards, including:

- Planning and Zoning Commission
- Inland Wetlands Commission
- Zoning Board of Appeals
- Conservation Commission
- Milton Historic District Commission
- Design Review Commission

The LUA oversees land use consultants, including legal counsel, planners, and engineers, as needed, and ensures compliance with applicable statutes, ordinances, and regulations. The Administrator directly supervises the Land Use Office Administrative Assistant and maintains a high level of organization.

Application Process:

Interested applicants should submit an application, resume, and cover letter to nyarrish@townoflitchfieldct.gov.

****Please note that resumes will not be accepted in lieu of an application. Applications can be found at <https://www.townoflitchfieldct.gov/job-openings>****

Applications, resumes, and cover letters can also be mailed to:

Town of Litchfield
Selectman's Office
74 West St, PO Box 488
Litchfield, CT 06759

Applications will be accepted until the position is filled. Candidates must pass a thorough background check, including DMV records, references, a pre-employment drug screening, and a physical examination.

Essential Duties and Responsibilities**Administrative Duties:**

- Coordinates, manages, and processes all land development proposals and permit applications.
- Provides superior customer service to Town officials, citizens, developers, engineers, and other professionals regarding zoning, wetlands, and land use regulations.
- Maintains comprehensive records of correspondence, applications, permits, and enforcement actions.
- Prepares reports, memoranda, and recommendations for commissions, boards, and other officials as required.
- Revises applications, forms, procedures, and policies to improve departmental efficiency.
- Assists commissions in agenda preparation, posting notices, and maintaining files.
- Attends commission meetings as needed.
- Stays current on legal, technical, and policy developments by attending seminars and workshops.

Application & Permit Review:

- Meets with and responds in a timely manner to inquiries from Town officials, the public, and other professionals regarding regulations and application process procedures.
- Reviews all applications for land use development, including site plans, subdivisions, alterations, and uses, to ensure conformance with zoning and wetland regulations.
- Conducts field inspections as needed prior to granting permits and also upon completion to verify compliance with the approved site plan.
- Issues zoning and wetlands permits for applications not subject to review or action by the Planning and Zoning Commission and/or the Inland Wetlands Commission.
- Schedules and processes applications requiring commission action in a timely manner, adhering to statutory deadlines.
- Certifies compliance with permits prior to issuance of certificates of occupancy from the Building Inspector.

Enforcement Responsibilities:

- Serves as the Town's Zoning Enforcement Officer (ZEO) and Wetlands Agent.
- Investigates, documents, and addresses zoning and wetland violations; issues cease-and-desist or abatement orders as needed.
- Investigates and documents all zoning complaints and actions taken; reports status on investigations to the Planning and Zoning Commission.
- Categorizes zoning complaints or actions taken by type for record and possible regulation review.
- Collaborates with commissions and legal counsel on enforcement actions.
- Monitors town property for visible zoning or wetlands violations.

Supervisory Responsibilities:

- Provides supervision to the Land Use Administrative Assistant and assigns work in alignment with the Administrative Assistant's job description.
- Promotes effective working relationships and maintains a professional work environment.
- Maintains clear and effective communication with the Land Use Administrative Assistant regarding application status updates and all matters pertaining to land use.

Other Duties:

- Maintains summary data on building and land use permits issued by type or category.
- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of municipal planning, zoning, wetland regulations, and property rights.
- Ability to read and interpret site plans, subdivision plans, and building plans.
- Knowledge of erosion control, drainage, building construction, and site planning.
- Ability to analyze, interpret, and administer local and state land use ordinances and regulations.
- Strong interpersonal and customer service skills; ability to interact effectively with the public, associates, and commissions.
- Effective oral and written communication skills.
- Ability to work independently and in collaboration with land use boards and consultants.
- Ability to conduct inspections and investigations in compliance with regulations.
- Maintains strong organizational efficiency in all tasks.

Physical Demands:

- Primarily intellectual work requiring frequent sitting, standing, walking, talking, and hearing.
- Ability to access construction sites and traverse uneven terrain.
- Occasional lifting/moving of up to 25 pounds.
- Vision requirements: close, distance, color, peripheral, and depth perception.

- Ability to operate a keyboard, calculator, and other office equipment efficiently.
- Must be able to drive a vehicle.

Minimum Qualifications

Education & Experience:

- Bachelor's degree in Urban Planning, Public Administration, or related field.
- Minimum of two (2) years of experience in municipal planning, zoning, or enforcement, or an equivalent combination of education and experience.

Certifications & Licenses:

- Ability to complete Certified Zoning Enforcement Officer (CZEO) and DEEP Wetlands Agent certification within two (2) years of hire.
- Valid driver's license with a clean driving record.

EEOC Statement

It is the policy of the Town of Litchfield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.