



The Town of Avon Announces the Recruitment for the
Following Position:
Director of Planning and Community Development

Department: Planning and Community Development
Salary Range: \$121,411-\$151,764
Date Posted: July 17, 2026

Status: Full Time 37.5 hours/week. On-Site Position
Reports to: Town Manager
Closing Date: August 7, 2026

Benefits include Medical, Dental, Vision, Life Insurance, Long Term Disability, 401 (a) Pension Plan, Paid Holidays, Vacation and Sick Leave.

To Apply for This Position, Download an application at www.avonct.gov . Email your completed file to HR@avonct.gov or mail it to 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Pre-employment testing, background and drug testing required.

Position Overview: The Town of Avon is seeking a highly skilled and strategic leader to serve as the Director of Planning and Community Development. This position plans, organizes, and directs a comprehensive program of municipal planning, economic development, housing, land use, and infrastructure needs. This pivotal role oversees a multi-purpose department, manages a unified permitting and inspection pipeline, and serves as the Town's Zoning Enforcement Officer. This role requires attending evening meetings.

Key Responsibilities

Departmental Leadership & Supervision

- **Direct** the Department of Planning and Community Development.
- **Supervise** the Community Development Specialist, Building Official, and Fire Marshal.
- **Manage** departmental budget recommendations and oversee approved funds.
- **Lead** staff in updates to the Municipal Plan of Conservation and Development.

Land Use, Permitting & Inspection

- **Oversee** comprehensive plan reviews, permitting, and inspection processes.
- **Coordinate** workflows across zoning, building, inland wetlands, and fire prevention.
- **Serve** as the primary **Zoning Enforcement Officer** for the municipality.
- **Streamline** applications from initial regulatory review to final project completion.

Commission Support & Consultation

- **Provide** technical consultation to all land use commissions and boards.
- **Present** research findings to the Planning and Zoning and Inland Wetlands Commissions.
- **Advise** the Zoning Board of Appeals on complex variances and regulations.

Economic Development & Community Relations

- **Partner** with community organizations to retain and expand local businesses.
- **Interact** with regional, state, and federal representatives on development projects.
- **Educate** the public, land developers, and residents on the land use process.

Minimum Education & Experience Requirements

- Bachelor's Degree in Planning or closely related field and
- Ten (10) years of increasingly responsible professional regional or municipal land use planning with at least two (2) of those years in a supervisory capacity.
- OR an equivalent combination of experience and training.
- Master's Degree in Planning or closely related field preferred.

Certifications & Licenses

- Valid Driver's License (Required).
- Connecticut Association of Zoning Enforcement Officials (CAZEO) certification (Required).
- American Institute of Certified Planners (AICP) certification (Preferred).

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of Connecticut state statutes, zoning laws, subdivision regulations, and municipal planning practice.
 - Thorough understanding of zoning, subdivision, and inland wetlands regulations.
 - Strong leadership capabilities to coach staff, establish performance goals, and foster a positive workplace culture.
 - Advanced interpersonal skills to resolve high-stress conflicts between property owners and boards while remaining neutral and diplomatic.
 - Excellent communication skills for public speaking and delivering precise written reports.
 - Proficiency in GIS software and standard municipal computer systems.
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