Town of Granby seeks to hire an interim Town Planner. This is a temporary position for 12-14 weeks beginning in May 2020. The position is 15-20 hours per week at an hourly rate of $52.50.

Essential Job Functions include:

Prepares, conducts and coordinates the preparation of studies, designs and plans relating to municipal development issues and land use.

Provides technical advice, information and policy recommendations on matters related to land use development, zoning, subdivisions and economic development.

Provides staff assistance to and coordinates the activities of appropriate Boards and Commissions including Planning and Zoning, Zoning Board of Appeals and Inlands and Wetlands. Sample of responsibilities include:

- Prepare agendas, legal notices, staff memos for all applications, and packets for distribution to the Board members.
- Coordinate application review with relevant town staff and communicate with applicants prior to meetings.
- Review and finalize minutes of the meetings and review decision letter to applicant.

Administers Housing Rehabilitation Grant Program including reviewing the scope of work, coordinating with the Consultant, issuing payments and preparing Housing Rehabilitation loan payoffs.

The qualifications required would generally be acquired with a Bachelor’s Degree in Planning or a closely related field and five years of increasingly responsible professional regional or municipal land use planning; OR an equivalent combination of experience and training.

Applications, job descriptions and additional information may be obtained at www.granby-ct.gov. Send cover letter, application and resume by 12:00 p.m. on March 20, 2020 to Town of Granby, Town Manager’s Office, 15 North Granby Road, Granby, CT 06035.

For more information, contact Ms. KerryAnn Kielbasa, Human Resources Director by e-mail at kkielbasap@granby-ct.gov.

Town of Granby is an EOE/AA/Equal Access Employer