

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

Municipal Services Manager (Planner III)

The Southeastern Connecticut Council of Governments (SCCOG) seeks an experienced and highly motivated individual to lead its growing municipal services program. This is a newly created position at SCCOG that will be responsible for supervising existing services and developing additional services of interest.

This is a full-time, 35 hour per week position. SCCOG offers a highly competitive benefits package including flexibility in work scheduling, health insurance, a pension plan and optional 457(b) retirement plan, life insurance, long-term disability insurance, sick/vacation leave accrual, reimbursement of APA/AICP dues, and compensatory time for attendance at night meetings.

Application Process

Send cover letter and resumé to:

Amanda E. Kennedy, AICP, Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue, Norwich, CT 06360
office@seccog.org

Closing date: August 31, 2023 or until filled.

About the Position

The Municipal Services Manager will play a central role in SCCOG's growing municipal services program, which currently consists of planning, building code enforcement, zoning enforcement, and support to planners and local commissions. The Municipal Service Manager will supervise and provide guidance to existing staff, manage contracts for services, and develop new programs as needed. This individual will also be responsible for staffing SCCOG's Regional Planning Commission and planner/commissioner training programs. The Municipal Services Manager shall staff one or more planner and/or ZEO contracts as needed.

Qualifications

This is a Planner III level position requiring a bachelor's degree in planning, public administration, or a related field plus six years of experience or a master's with four years of experience. The successful candidate will have substantial experience working in a municipal environment and a strong understanding of land use planning and regulations governing land use and code

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

enforcement. Technical skills should include proficiencies in public speaking and written documents, and the ability to work in a team environment. AICP, CAZEO and/or Inlands Wetlands certification is desirable. Proficiency with ArcGIS, Excel, and InDesign is preferred. Candidates must pass a criminal background check for consideration.

About the Southeastern Connecticut Council of Governments

SCCOG serves 22 municipalities with a total population of 280,430 and functions as the region's Metropolitan Planning Organization. SCCOG also counts as affiliate members Connecticut's two federally recognized Native American Tribes and works closely with the region's two military installations, the United States Naval Submarine Base and the United States Coast Guard Academy.

Primary focus areas of SCCOG are regional planning, which includes producing studies and plans that affect the responsible development of the region; transportation planning and prioritization of State and Federal transportation funding; and municipal services, which includes technical assistance, the provision of specialized staff, and facilitating intermunicipal coordination.

About Southeastern Connecticut

SCCOG's offices are located in Norwich, CT, at the center of a dynamic region known for its diverse assets including Mystic and the southeastern Connecticut shoreline, entertainment/casino destinations, and opportunities for urban, suburban, and rural living. The region is critically important to Connecticut's economy for its tourism, defense, and defense manufacturing, and is New England's hub for the growing offshore wind industry. The region is conveniently located within fifty miles of Hartford, New Haven, and Providence and enjoys highway and rail connections to nearby Boston and New York City.

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