

# **SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

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

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April 29, 2024

## **JOB ANNOUNCEMENT**

### **ZONING & WETLANDS ENFORCEMENT OFFICER**

Part-time position with the Southeastern Connecticut Council of Governments (SCCOG) to act as Zoning & Wetlands Enforcement Officer in Southeastern Connecticut. This position is intended to primarily serve the Town of Salem, CT for up to 20 hours per week, with regular office hours on Mondays & Thursdays from 3 to 7pm. The primary place of employment is Salem Town Hall, 270 Hartford Road, Salem, CT.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs technical review of zoning permit applications, as well as site plans, special permit and subdivision applications before the PZC under the direction of the Town Planner.
- Performs technical review of inland wetlands and watercourses applications before the Designated Agent or before IWWC.
- Issues zoning permits or authorization for the issuance of building permits.
- Issues certificates and letters of zoning compliance.
- Receives and investigates complaints of potential zoning and inland wetlands violations; conducts field investigations; gathers evidence; makes findings; issues enforcement orders as needed in accordance with municipal and state laws; provides follow-up and maintains accurate records.
- Works with property owners to resolve complaints.
- Works with attorneys in preparation and conduct of litigation related to zoning and protection of inland wetlands & watercourses.
- Responds to inquiries, meets with and provides technical assistance to property owners, members of the public, professionals, developers, contractors, etc. regarding zoning and inland wetlands & watercourses matters.
- Reviews, evaluates, prepares reports and makes recommendations related to applications to the ZBA, IWWC and PZC, as requested, and attends ZBA AND IWWC meetings.
- Prepares legal notices, agendas, correspondence and oversees record keeping for the ZBA and IWWC.
- Provides reports to the PZC regarding enforcement matters and attends PZC meetings as requested.
- Drafts and distributes a variety of correspondence, memoranda, notices and reports relating to zoning and wetlands enforcement issues and actions.

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#### **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

- Coordinates efforts with other departments and related Town and State agencies, as needed.
- Assists the ZBA and IWWC in the facilitation of ongoing training for land use commissioners as required by state law; aids in the implementation and compliance of local record keeping.
- Collaborates as requested with Town Committees and the Town Planner on place-based research, grants and community engagement.
- Attends Board of Selectmen meetings, as requested.
- Attends training/workshops for professional development/maintenance of CT Association of Zoning Enforcement Officials (CAZEO) and Certified Zoning Enforcement Official (CZEO) credential.
- Maintains regular office hours during the work week to be available to the public.
- Explains procedural matters and legal requirements to town staff and the public.

### **QUALIFICATIONS:**

- Bachelor's degree in Urban Planning, Public Administration or related field and two years of responsible experience in municipal zoning & inland wetlands enforcement or equivalent combination of education and experience.
- Certified Zoning Enforcement Official (CZEO) designation by the Connecticut Association of Zoning Enforcement Officials (CAZEO) is desired, but must be obtained within one (1) year of hire date or as training is available from CAZEO.
- Successful completion of Connecticut's Municipal Inland Wetlands Agency Comprehensive Training Program.
- Valid driver's license and reliable motor vehicle.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and experience in principles and practices of municipal planning and zoning, including applicable regulations and property rights.
- Knowledge and experience in principles and practices of the protection of inland wetlands and watercourses, including state and federal laws and regulations.
- Ability to analyze, interpret, and administer the provisions of federal, state and local ordinances, statutes and regulations regarding zoning, land use, and environmental protection.
- Experience in reviewing and interpreting development site and plans.
- Knowledge of inspection techniques, including soil erosion & sediment controls.
- Knowledge of building permit process and how it relates to zoning regulations.
- Ability to use Microsoft Office applications, including Word and Excel; GIS maps; and other specialized software.
- Ability to establish and maintain effective work relationships with the public and associates.
- Ability to express ideas effectively in oral and written form to associates, professionals, developers, contractors, realtors, the general public, and appointed Boards & Commissions.

- Ability to negotiate demanding deadlines and/or changing priorities and/or conditions.
- Physical ability to make field inspections and negotiate rough terrain.

**Compensation:**

\$50 per hour. Mileage will be compensated for work-related travel within the Town of Salem and occasional visits to SCCOG in Norwich at the current approved IRS rate.

**Application Process:**

Send Cover Letter: Amanda Kennedy, Executive Director  
and Resume To: Southeastern Connecticut Council of Governments  
5 Connecticut Avenue, Norwich, CT 06360  
[office@seccog.org](mailto:office@seccog.org)

Applications lacking a cover letter will not be considered. Criminal background check will be conducted on any prospective candidate.

Closing Date: **May 17, 2024**, or until filled.

An Affirmative Action/Equal Opportunity Employer