



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities, and persons with disabilities

OPEN COMPETITIVE EXAMINATION No. 24- 20
PLANNER I (LAND USE)
Salary Range: \$67,959 - \$ 87,376

DUTIES: Under the general supervision of the Land Use Bureau Chief, assist in the delivery of planning and zoning activities; conducts, organizes and coordinates assigned projects and areas of responsibilities. Supports unique analyses and studies including planning and zoning studies; represents, as needed, the department on land use and zoning matters with Land Use Boards (Planning Board, Zoning Board, Zoning Board of Appeals, Environmental Protection Board (EPB), Historic Preservation Advisory Commission) and other governmental agencies, community groups and other stakeholders; may also assist in the oversight of fund programming activities, including analysis, report writing and committee interaction and management; and performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's Urban Planning, Public Administration, or a related field; or in lieu thereof, any equivalent combination of education, training, and practical planning experience.

SPECIAL REQUIREMENT: Possession of a valid Motor Vehicle Operator's License at time of appointment.

SCOPE OF EXAMINATION: There will not be an examination. Candidates will be evaluated based on education, knowledge, and experience.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Application Supplement "24-20" by **Friday, May 24, 2024** to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act and its Amendments (ADA/ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 05/07/2024

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and
Civil Service Information can be viewed at
www.stamfordct.gov

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Marc Teichman
Stuart Adelberg
Lynn Arnow
Elizabeth Main
Jaelyn Williams

City of Stamford

CLASS SPECIFICATION

Job Title: PLANNER I (Land Use Planner)

Job Summary: Under the general supervision of the Land Use Bureau Chief, assist in the delivery of planning and zoning activities; conducts, organizes and coordinates assigned projects and areas of responsibilities. Supports unique analyses and studies including planning and zoning studies; represents, as needed, the department on land use and zoning matters with Land Use Boards (Planning Board, Zoning Board, Zoning Board of Appeals, Environmental Protection Board (EPB), Historic Preservation Advisory Commission) and other governmental agencies, community groups and other stakeholders; may also assist in the oversight of fund programming activities, including analysis, report writing and committee interaction and management; and performs other related duties as assigned.

Supervision Received: Under the general supervision of the Land Use Bureau Chief or designee.

Supervision Exercised: Varies

Examples of Duties:

- Performs related duties as required.
- Assist in the coordination land use studies and zoning studies, including, but not limited to the City's Comprehensive Plan, neighborhood plans, or the City's housing plan.
- Assist in the management of implementing land use and zoning plans and initiatives.
- Interprets, applies and explains laws, rules, regulations and policies, including but not limited to the City's plans and Zoning Regulations and related Local, State and Federal rules and regulations.
- Supports complex work programs, research projects and analytical studies.

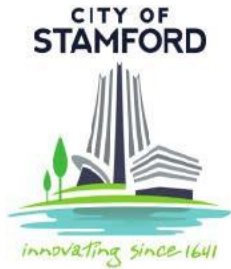
- Prepares materials for and presents to Land Use Boards and other audiences and stakeholders.
- Communicates clearly and concisely, both orally and in writing, and establish and maintain effective working relationships.
- As assigned, attends meetings with various boards, civic groups, municipal and state officials to work toward long-term solutions for land use-related projects and plan implementation including at night and on weekends, if required.
- Assists with grant writing and preparation of RFPs, as needed.
- Review applications to the City's Land Use Boards for completeness and consistency with applicable regulations and procedures.
- Interact and liaise with Land Use staff, other City departments, applicants and Land Use Boards on application review to assure expedient and thorough review.
- Assists with the preparation of clear, sound, accurate and informative land use and other planning reports and studies containing findings, conclusions and recommendations.

Knowledge, Skills and Abilities:

- Ability to work with individuals from diverse backgrounds.
- Knowledge of planning theory, methods and procedures.
- Knowledge of zoning and related regulations (e.g., environmental review).
- Knowledge of the varied land use and related problems associated with the sustainable growth of urban centers.
- Knowledge of the technical problems associated with comprehensive planning activities.
- Knowledge of the various conditions affecting land use planning.
- Political acuity and awareness of societal issues.
- Ability to conduct independent research related to land use planning and zoning, including field surveys.
- Ability to identify current land use conditions, trends and needs.
- Ability to conduct zoning analyses, land use studies and other independent research and survey activities related to land use planning and zoning.
- Ability to understand, summarize, interpret and apply complex planning, zoning and legal information.
- Ability to assess the social, transportation economic and land use consequences of planning actions.
- Knowledge of Geographical Information Systems (GIS).
- Ability to manage time and priorities in an efficient and effective manner.
- Ability to effectively communicate orally, in writing and graphically with a wide variety of stakeholders from a variety of backgrounds.
- Knowledge basic office software (e.g., email, word processing, spreadsheets, slide shows)
- Knowledge graphic communication software (e.g., Adobe Creative Suite, Tableau)

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's Urban Planning, Public Administration, or a related field; or in lieu thereof, any equivalent combination of education, training and practical planning experience.

SPECIAL REQUIREMENT: Possession of a valid Motor Vehicle Operator's License at time of appointment.



APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

Q _____

NQ _____

Educ _____ Reviewer

Exp _____

Not City EE _____

Other _____

Human Resources Division
 888 Washington Boulevard
 P.O. Box 10152
 Stamford, CT 06904-2152
 Tel. (203) 977-4070

Position applying for
 Use Title on Job Announcement

Exam Number

PLEASE TYPE OR PRINT CLEARLY
All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
 (Last) (First) (Middle)

Address _____
 (Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
 (Area Code) (Area Code)

Cell Phone _____ Email Address _____
 (Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? Yes No

Do you claim 10 points preference based on veteran's disability? Yes No

Are you you related to anyone currently employed by the City of Stamford? Yes No

If yes, name, and job title or department
 Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

<i>TYPE OF SCHOOL</i>	<i>NAME OF SCHOOL AND CITY/STATE</i>	<i>DATES ATTENDED</i>	<i>COURSE OF STUDY (Major/Minor)</i>	<i>GRADUATED (Yes/No)</i>	<i>DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED</i>
<i>HIGH SCHOOL</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					
<i>COLLEGE OR UNIVERSITY</i>					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below ALL present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
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Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer? Yes No
- B. Your present employer? Yes No

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian <input type="checkbox"/>	All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Stamford Advocate | <input type="checkbox"/> Human Resources Division Bulletin Board |
| <input type="checkbox"/> Other newspaper:
Please give name _____ | <input type="checkbox"/> Community Agency
Please give name _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Professional journal _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

MAYOR
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
THOMAS CASSONE

DIRECTOR OF HUMAN RESOURCES
DR. PAULA RUSSELL NISBETT

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

PLANNER I (LAND USE PLANNER)

APPLICATION SUPPLEMENT #24- 20

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMBER 000 - -
(Last six digits)

This Application Supplement and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered. Incomplete or illegible application applications/ supplements will be rejected.

The purpose of this supplement is to elicit specific information about your education and experience that can be used to determine if you meet the minimum qualification requirements. Applicants who do not meet the minimum qualifications for *Planner I (Land Use Planner)* will be disqualified. Applicants are urged to carefully review the requirements before filing an application and to fully complete the application and the supplement.

Please note that any information outlined in this Training and Experience Supplement must be supported by information provided on your application for employment or Examination.

AN EOE/AA EMPLOYER

MINIMUM EDUCATION AND EXPERIENCE

Please note that applicants who do not meet the qualification requirements for the position of *Planner I (Land Use Planner)* will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

EDUCATION:

Do you possess an Associate’s Degree Yes _____ No _____ Majors _____

Do you possess a Bachelor’s Degree Yes _____ No _____ Majors _____

Do you possess a Master’s Degree Yes _____ No _____ Majors _____

EXPERIENCE:

a) Do you possess practical planning experience in Land Use.

Yes _____ No _____ No. of Years: _____

Please explain briefly

b) Do you possess a valid motor vehicle operator’s license?

Yes _____ No _____

For each of the questions listed below, use the space provided to respond.

Use additional pages if necessary

Instructions: *after reading the summary outlined below, please answer the questions that follow. In your response, please use examples of your prior work experience and/or education.*

Summary: Planner I (Land Use Planner), under the general supervision of the Land Use Bureau Chief, assist in the delivery of planning and zoning activities; conducts, organizes and coordinates assigned projects and areas of responsibilities. Supports unique analyses and studies including planning and zoning studies; represents, as needed, the department on land use and zoning matters with Land Use Boards (Planning Board, Zoning Board, Zoning Board of Appeals, Environmental Protection Board (EPB), Historic Preservation Advisory Commission) and other governmental agencies, community groups and other stakeholders; may also assist in the oversight of fund programming activities, including analysis, report writing and committee interaction and management; and performs other related duties as assigned.

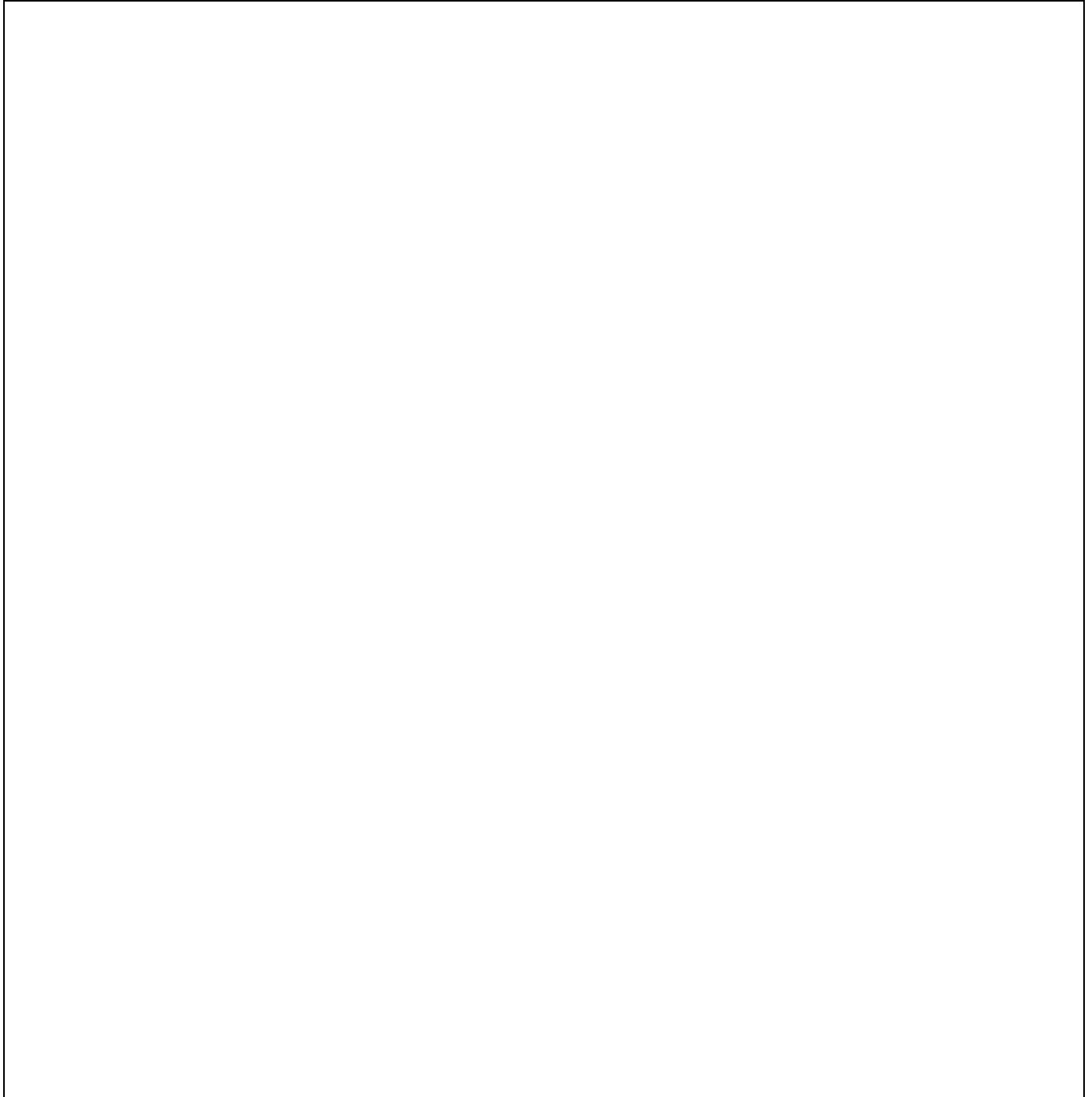
1. Using the **summary outlined above and the enclosed job specification**, please describe your ability to meet the requirements of the position as outlined in the job specification. In your response, please include any past work experience that provided you with the knowledge and necessary skills to meet these requirements.

2. This position will require the appointee to assist in the implementation of land use and zoning plans. Please describe your knowledge and experience in Zoning regulations.

3. This position must prepare materials and present them, both orally and in writing to Land Use Boards and other stakeholders. Please describe your knowledge and experience working in these areas.

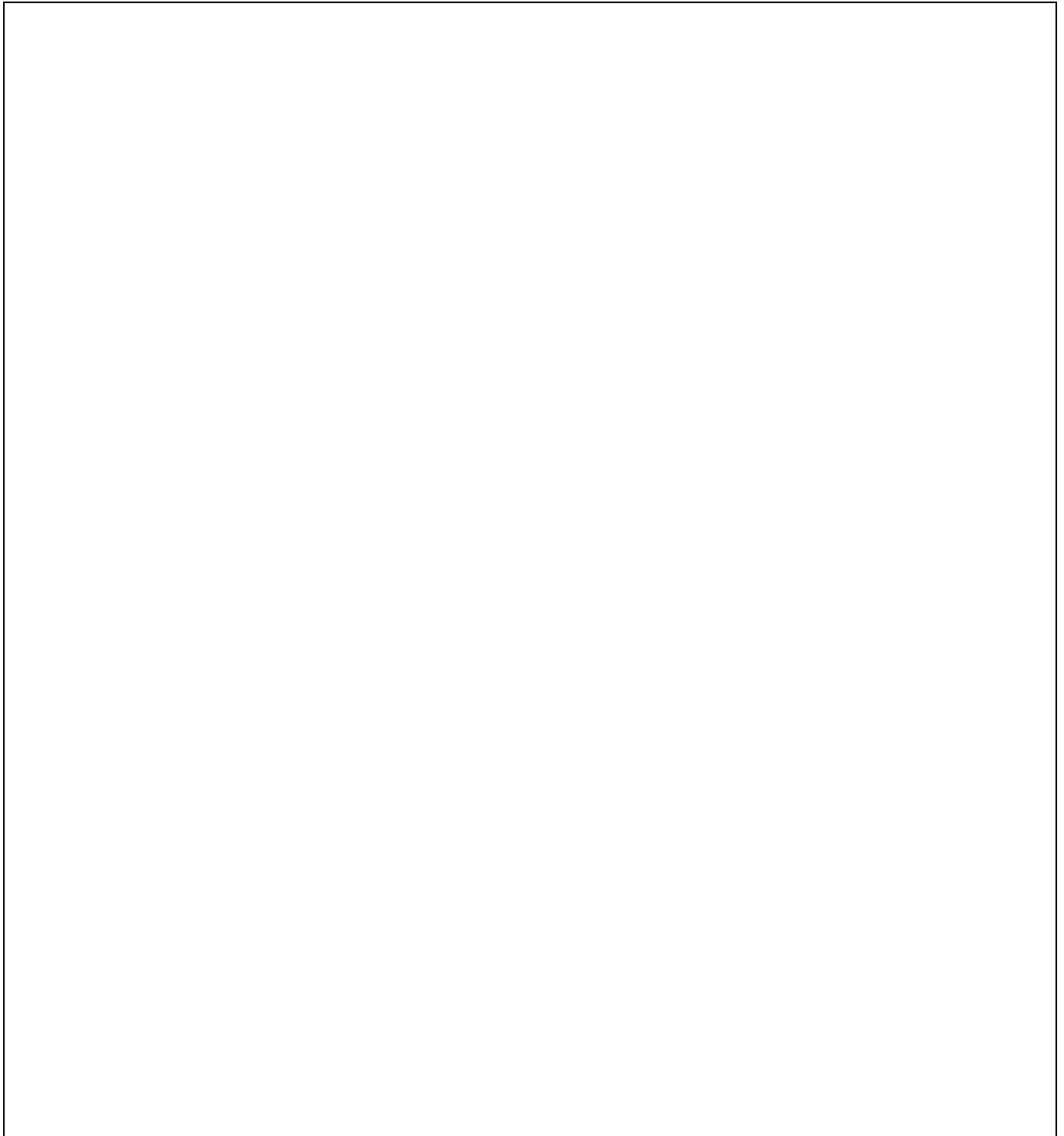
A large, empty rectangular box with a thin black border, intended for the applicant to provide their response to the question above. The box occupies most of the page's vertical space below the question.

4. The appointee should have the ability to conduct independent research related to Land use planning, zoning, and field surveys. Please provide examples of your experience and knowledge in your response.

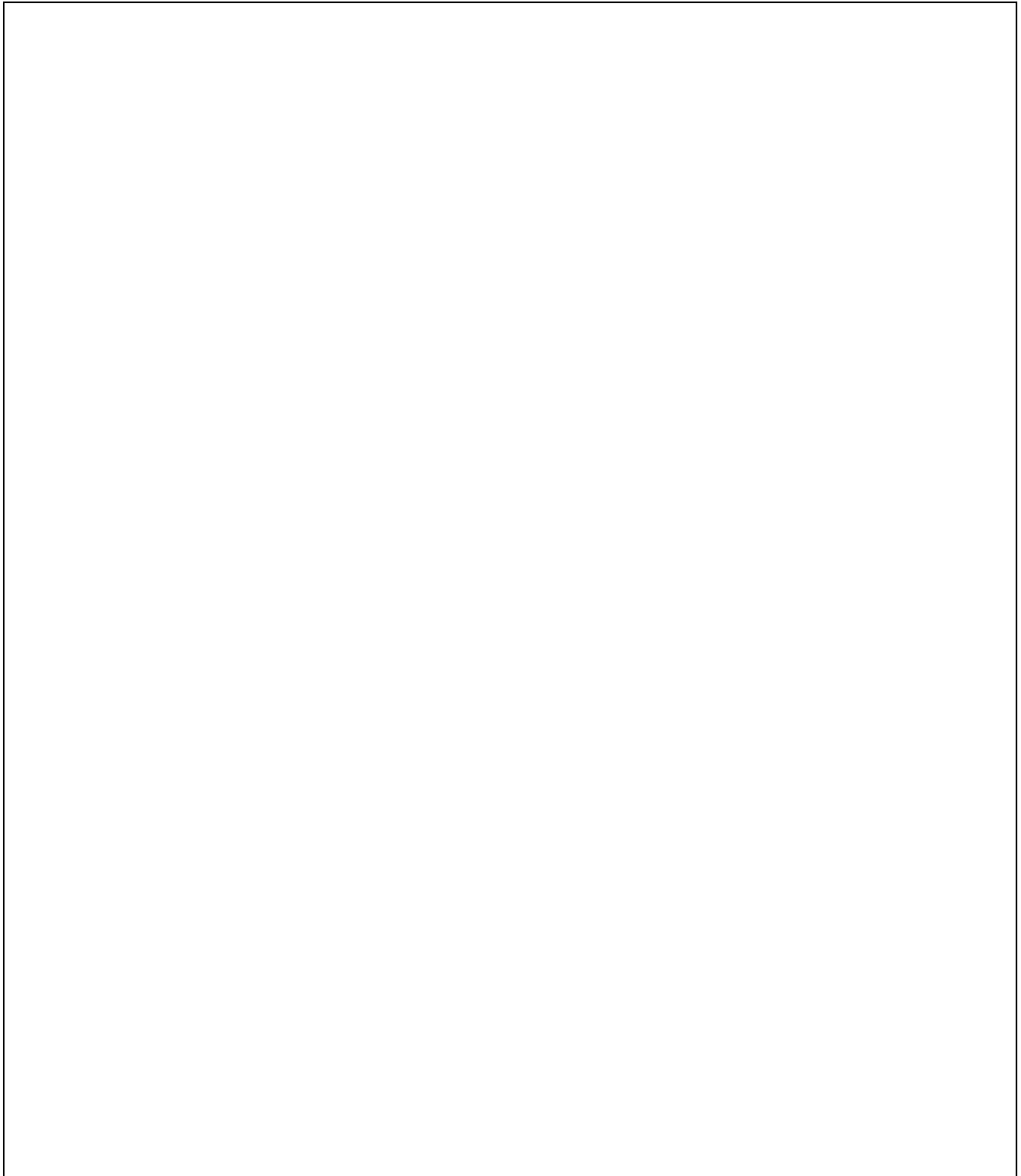
A large, empty rectangular box with a thin black border, intended for the respondent to provide examples of their experience and knowledge related to land use planning, zoning, and field surveys.

5. The appointee must understand, summarize, interpret, and apply complex planning, zoning, and legal information. Please provide examples of your knowledge and experience in your response.

6. This position requires the candidate to possess knowledge of Geographical Information Systems (GIS). Please provide examples of experience in your response.

A large, empty rectangular box with a thin black border, intended for the candidate to provide examples of their experience with Geographical Information Systems (GIS).

7. The appointee must possess knowledge of graphic communication software like Adobe Creative Suite and Tableau. Please provide examples of experience in your response.

A large, empty rectangular box with a thin black border, intended for the respondent to provide examples of experience with graphic communication software like Adobe Creative Suite and Tableau.