

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



CHIEF STAFF PLANNER

Salary Range: \$59,163.00-\$76,063.00 Annually

POSITION

Vacancy is in the Planning Division of the Development Services Department. Under general direction, assists the Director of Planning in the management of the City Planning Division. Plans, assigns, and supervises the work of subordinates. Provides professional support to regulatory boards and commissions. Assists with the development, modification, implementation of the City's Plan of Conservation and Development. Reviews development submissions and prepares reports. Leads the development, implementation, and maintenance of the City's GIS (Geographic Information System) effort. Performs related work as required. The hours of work for this position are 40 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in city planning, or a closely-related field, supplemented by a Master's Degree. Three years of increasingly responsible professional experience in public service related to city planning, at least one year of which must have been in a supervisory capacity. Must possess a valid driver's license. Certification from the American Institute of Certified Planners (AICP) preferred. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

EXAMINATION

Open to all applicants who possess the above qualifications. The examination will consist of rating your training and experience as contained on your application. The examination may also include a written test, an oral test or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination will be designed to measure: Knowledge of principles and practices of urban planning and urban design; Knowledge of research methods and geography of the City; Ability to plan, assign, and supervise the work of subordinates; Ability to establish and maintain effective working relationships with elected officials and the general public; Ability to communicate effectively, orally and in writing. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, a background check and serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

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

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2415
Issued: 2/15/07

EMPLOYMENT BENEFITS:
• Health Plan and Hospitalization
• Paid Vacations and Holidays
• Retirement Plan
• Group Life Insurance
• Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:
Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.