



# CITY OF WATERBURY, CONNECTICUT

## “THE BRASS CITY”

### THE PLACE TO LIVE, WORK, LEARN & PLAY

## INVITES CANDIDATES TO APPLY FOR:

# City Planner

### Points of Interest

- ◆ UCONN Waterbury Campus
- ◆ Naugatuck Valley Community College
- ◆ Post University
- ◆ Waterbury Public Schools serving 19,000 students with 34 schools incl.: Career Academy-School of Excellence
- ◆ Brass Mill Mall
- ◆ 30 Public Parks
- ◆ 4 Private & 2 Public Golf Courses
- ◆ 2 Indoor Skating Facilities
- ◆ Naugatuck River Greenway-Pedestrian & Bicycle route connected to Train Station and a number of parks
- ◆ Palace & Seven Angels Theatre
- ◆ Waterbury Symphony & Ballet
- ◆ Mattatuck Arts and History Museum
- ◆ 9th Largest City in New England—Population 110,000

### COMMUNITY PROFILE AND HISTORY

#### Description & History

The original settlement of Waterbury dates back to 1674 and the city's name is reference to its proximity to the Naugatuck River and its many tributaries which flow through the heart of the city. Like many New England "river and rail" cities and towns, nineteenth-century industrial development created a vibrant local economy, jobs and great wealth, leading to Waterbury's position as the "Brass Capital of the World" and nickname "Brass City." Like our ancestors, Waterbury today is tapping into its creative energy to forge a new future, turning to creative roots, natural resources and geographic advantages to move forward.

Located only two hours from New York and Boston off of interstate 84, Waterbury is a great location to live, work, learn and play. Waterbury, Connecticut, is a city that's going places. With a highly skilled workforce, a robust infrastructure, and manufacturing companies that have re-invented themselves to adapt to the new economy. City Healthcare (Waterbury & St Mary's Hospitals) providers are cutting edge. Waterbury neighborhoods are thriving with new schools and businesses are being motivated to come to town. But the real gift to

the region is the cultural flavor that remains in the neighborhoods established by early immigrants, which gives Waterbury its diverse personality, rich traditions, and highly engaged people.

#### Live, Work, Learn & Play Live

The sense of neighborhood identity and pride is so important that Waterbury has some of the most active neighborhood associations in the state. Their efforts focus on protecting the small-town character and livability of their communities as they plan neighborhood block parties, concerts and beautification projects. There are over twenty distinct and diverse neighborhoods-- many with their own community center, park, school, and sports associations-- there is truly a place for everyone in Waterbury. These well-preserved and diverse neighborhoods are often recognized as one of the city's greatest assets.

#### Work

Waterbury's downtown center, with its rich mix of historic architecture surrounding a classic New England Green, is undergoing a true renaissance with the expansion of the UCONN Water-

bury campus. Downtown reflects the "City Beautiful Movement" in landscape architecture as historic Cass Gilbert government buildings are linked by Grand Street to Union Station, which houses the offices of the local daily newspaper. A small portion of the building still serves the train line. The City, working in partnership with the State of Connecticut, continues to improve the Metro-North branch line at Waterbury. The station is the terminus of the Waterbury branch of Metro-North's New Haven line and is the most used. In fact, more than 1,000 people commute from Waterbury to New York City daily.

#### Learn & Play

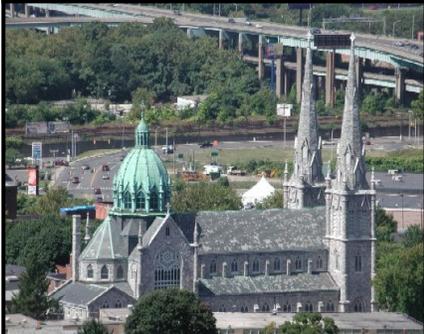
See the points of interest list for a sample of the educational, recreational and cultural facilities that make Waterbury a great place to be.



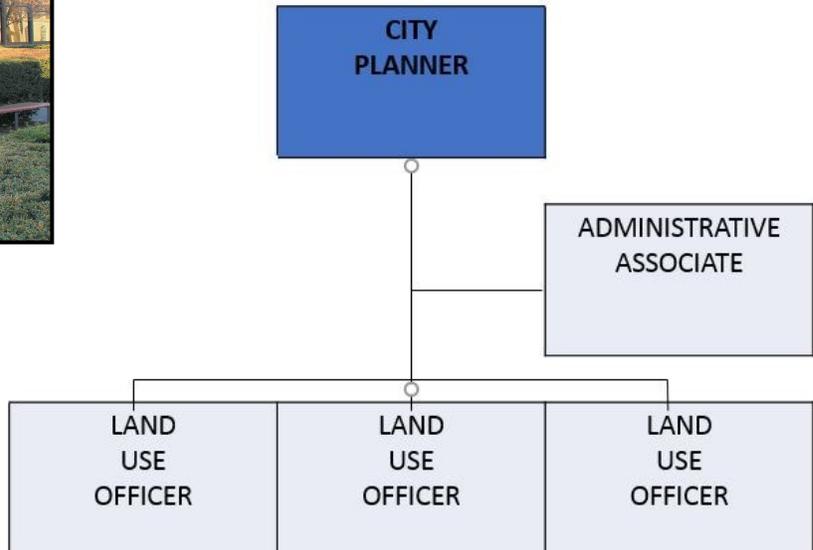
War Memorial

# City Planning Department

The City of Waterbury is a Mayor form of government. The Mayor serves as the Chief Executive Offices and Chief Elected Official. The 15 member Board of Alderman serve as the Legislative Body. The City Planner reports to the Mayor and works as staff liaison to four boards and commissions: City Plan Commission,(7 members); Zoning Commission (7 members); Zoning Board of Appeals (ZBA-5 members) and Inland Wetlands & Watercourses Commission (5 members). All Boards & Commissions listed shall require that minority party representation be on each committee either 2 or 3 members depending on size of board or commission. The Plan, Zoning & Inland Wetlands Commissions will have one Alderman appointed to each of the Commissions. The Planning Department oversees the development of the City Plan of Conservation and Development. See link for a copy: <http://www.waterburyct.org/content/9569/9605/9615/40024.aspx> The City Plan department processes all appropriate development permits and enforces the zoning and inland wetland regulations. Economic Development is handled by the Mayor's office. See the following links about Economic Development <http://www.waterburyct.org/content/9588/default.aspx> and videos about Waterbury <https://www.whywaterburyct.com/>



## CITY PLANNING DEPARTMENT ORGANIZATIONAL CHART



### Sample of Recent City & Planning Projects

- ◆ A \$2.2 million dollar update of the Waterbury Green
- ◆ \$15.5 million dollars in state funds for the Republican- American building and Train Station
- ◆ A project to renovate the Freight Street District

## **City Planner—Job Description**

The City Planner performs highly responsible, professional and administrative work. This position directs, actively manages and leads the Planning Department which includes: Land Use, Wetlands and Zoning, Enforcement. The Planner is responsible for short and long term planning needs of the City including the City Plan of Conservation and Development which was updated in 2015 and will require updating by 2025.

- Supervises and assigns work to the three Land Use Officers who assist with development plans and permits and enforce the zoning and inland wetland regulations. Works with and provide advice to the following Boards and Commissions: City Plan Commission, Zoning Commission, Inland Wetlands & Watercourses Commission, and Zoning Board of Appeals,
- Oversee long range planning and land use programs and develops appropriate policies
- Administers, review, and makes recommendations on commercial, recreation, office, industrial and residential development proposal as well as periodic approvals of permits related to land use regulations
- Cultivates and maintains effective working relationships with public officials, residents, developers, municipal, regional, state and federal agencies—Serves as representative to Council of Governments
- Provides technical consultation, guidance and staff support to various City planning and land use commissions—ensures coordination of planning and zoning and land use actions with other departments and all commissions
- Manages department staff and budget



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## **Characteristics of the Ideal Candidate**

- ⇒ Thorough knowledge of the theory, principles, and practices of comprehensive land use planning and zoning administration and urban design
- ⇒ Ability to supervise, direct and evaluate the work of others and work with appropriate departments to promote a cohesive planning process for the City
- ⇒ Excellent written and oral communication skills to prepare reports and presentations to Board and Commissions; Developers; businesses, elected officials and the public
- ⇒ Ability to work with City officials and developers or contractors for new initiatives to insure there are no surprises related to the development process and to make sure all parties are on the same page and respond to keep project moving forward
- ⇒ Strong understanding of all the Federal, State and City regulations to inform all parties of what can or cannot be done in accordance with the regulations
- ⇒ Availability to meet and work with volunteer Boards and Commission, various task forces, ad-hoc committees and staff teams especially the development team of offices.

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## **Qualifications:**

Master's degree in planning or related field from an accredited college or university with major course work in urban planning, regional planning, urban design, public administration, business management or a closely related field, plus five years of increasingly responsible experience in comprehensive urban planning preferably with a mid-to large-sized municipality, including two years of administrative and supervisory responsibility; 6 additional years of responsible planning experience is acceptable in lieu of Masters' degree; AICP certification preferred



## Challenges and Opportunities

- \* Preparing for the next Plan of Conservation & Development in 2023 (due 2025) including sending out RFP for Consultant
- \* Handling the increasing number of issues related to updating stormwater regulations (and more flooding complaints) with the City Engineer as well as the continuing number of vehicle zoning complaints
- \* Improving the record retention program, scanning of older documents and organizing files
- \* Continue assisting the Mayor's office and Economic Development Team with city initiatives and new developments—Be a supportive and proactive Planner who finds new creative and permissible ways to get to “Yes” and not one who focuses on ways to say “No”
- \* Manage various permitting process (use of City View) by improving coordination with the many City, Regional and State development agencies.

## Compensation and Application Process

### **City Planner—Salary Range \$85,000-\$120,000**

Fringe Benefits—choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement defined contribution 5%/5% each; paid holidays, vacation and sick leave

To Apply you must complete an application which can be found on the City website at: Home Page of Human Resources—Click on City Planner for details and see official job posting for applications instructions:

<http://www.waterburyct.org/content/9569/9605/9625/default.aspx>

Application can be found at bottom of Human Resources Home page or with this link

<http://www.waterburyct.org/filestorage/9569/9605/9625/>

[City of Waterbury General Job Application R1.3.2019.pdf](#)

Or visit Civil Service Office, Chase Municipal Building, 236 Grand St., 2nd Floor, Rm202, Waterbury, CT 06702 for application and notice of position.

Applications must be submitted—Copies of Degree or Transcripts (official certified copies not required) and applicable Certifications must be submitted with Application. Applications must be submitted via mail to office above or via email at [mjamieson@waterburyct.org](mailto:mjamieson@waterburyct.org) or fax to 203-574-8087. To receive points for Residency and/or Veteran Status—documents (proof of residency, DD214) must be attached to application packet as instructed on HR website. Resumes may be added (but not substituted for application) to packet—all questions must be completed on application

This position has a Three (3) year contract provision per City Charter. Testing/Exam process will include oral exam/interview panel

If you have questions about the position please contact our consultant—Ms. Randi Frank at [randi@randifrank.com](mailto:randi@randifrank.com) or 203-213-3722. Please note only official applications to the City of Waterbury will be reviewed. First screening of applications will be between July 24 and August 5, 2019

**POSITION OPEN UNTIL FILLED OR SUFFICIENT APPLICATIONS**

*City of Waterbury is an Equal Opportunity Employer—E.O..E. M/F/H/V*

