



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- 30
Zoning Enforcement Officer
Salary Range: \$113,518 - \$145,603/ Annually

DUTIES: Under the general direction of the Director of Operations or his/her designee, performs professional responsible work involving the administration and enforcement of the Zoning Regulations and oversees and directs the Land Use Inspectors. Reviews and issues zoning permits, oversees zoning approvals for building permit applications, investigates complaints of zoning violations, and conducts field inspections. As the Zoning Enforcement Officer, interprets, administers and enforces the zoning regulations according to State Statutes and subdivision regulations established by the Land Use Boards as well as guidelines and the policies and procedures established by the Boards.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor’s degree in Land Use Planning, Geography, Environmental Studies, Architecture, Landscape Architecture, Engineering or other directly related field and five (5) years of progressively responsible experience in the field of land use regulation, planning or development, which shall include at least two (2) years of full time experience in the direct administration and/or enforcement of municipal planning and zoning regulations or an equivalent combination of training and experience as described above.

NOTE: A Master’s degree in Land Use Planning or directly related field may substitute for one (1) year of the five years’ work experience requirement. Licensure as an architect or engineer by the State of Connecticut may substitute for one (1) year of the two (2) years of full-time experience in the direct administration and/or enforcement of municipal planning and zoning regulations.

SPECIAL NECESSARY REQUIREMENT: Certified Zoning Enforcement Official certification (CZEO) certification within one year of appointment. Must possess and maintain a valid motor vehicle license to drive in the State of Connecticut.

SCOPE OF EXAMINATION: There will be no written examination. Candidates will be evaluated based on education, Knowledge & Experience.

APPLICATION PROCESS: Interested candidates should submit a completed City of Stamford Employment Application and Supplement “24-30” to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Applications can be obtained at www.stamfordct.gov. This position is open until Friday, August 2, 2024.

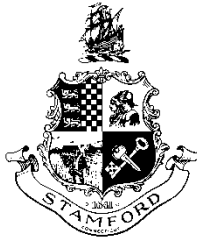
PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position (“See Attached Resume” is not acceptable) **Applications with 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 accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 07/08/2024

<p>EMPLOYMENT BENEFITS:</p> <ul style="list-style-type: none"> • Health Plan and Hospitalization • Paid Vacations and Holidays • Retirement Plan • Group Life Insurance • Sick Leave 	<p>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</p>	<p>CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application</p>
<p>VETERAN’S PREFERENCE: Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	<p>General Conditions for Job Announcements and Civil Service Information can be viewed at www.stamfordct.gov</p>	<p>PERSONNEL COMMISSION Marc Teichman Stuart Adelberg Lynn Arnow Elizabeth Main Jaclyn Williams</p>

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

ZONING ENFORCEMENT OFFICER

APPLICATION SUPPLEMENT #24- 30

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 *Zoning Enforcement Officer* 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

SUMMARY OF EDUCATION AND EXPERIENCE

#24- 30

Please note that applicants who do not meet the qualification requirements for the position of Zoning Enforcement Officer will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

EDUCATION:

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 at least five (5) years of experience as outlined below:

Progressively responsible experience in the field of land use regulation, planning or development, which shall include at least two (2) years of full-time experience in the direct administration and/or enforcement of municipal planning and zoning regulations

Yes ____ No ____ No. of Years: _____

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

Yes ____ No ____

SPECIAL REQUIREMENTS:

a. Do you possess a Certified Zoning Enforcement Official (CZEO) certification?

Yes ____ No ____

b. If you answered no to the above; are you able to meet this special requirement within one (1) year of appointment?

Yes ____ No ____

SUMMARY OF EDUCATION AND EXPERIENCE

#24- 30

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

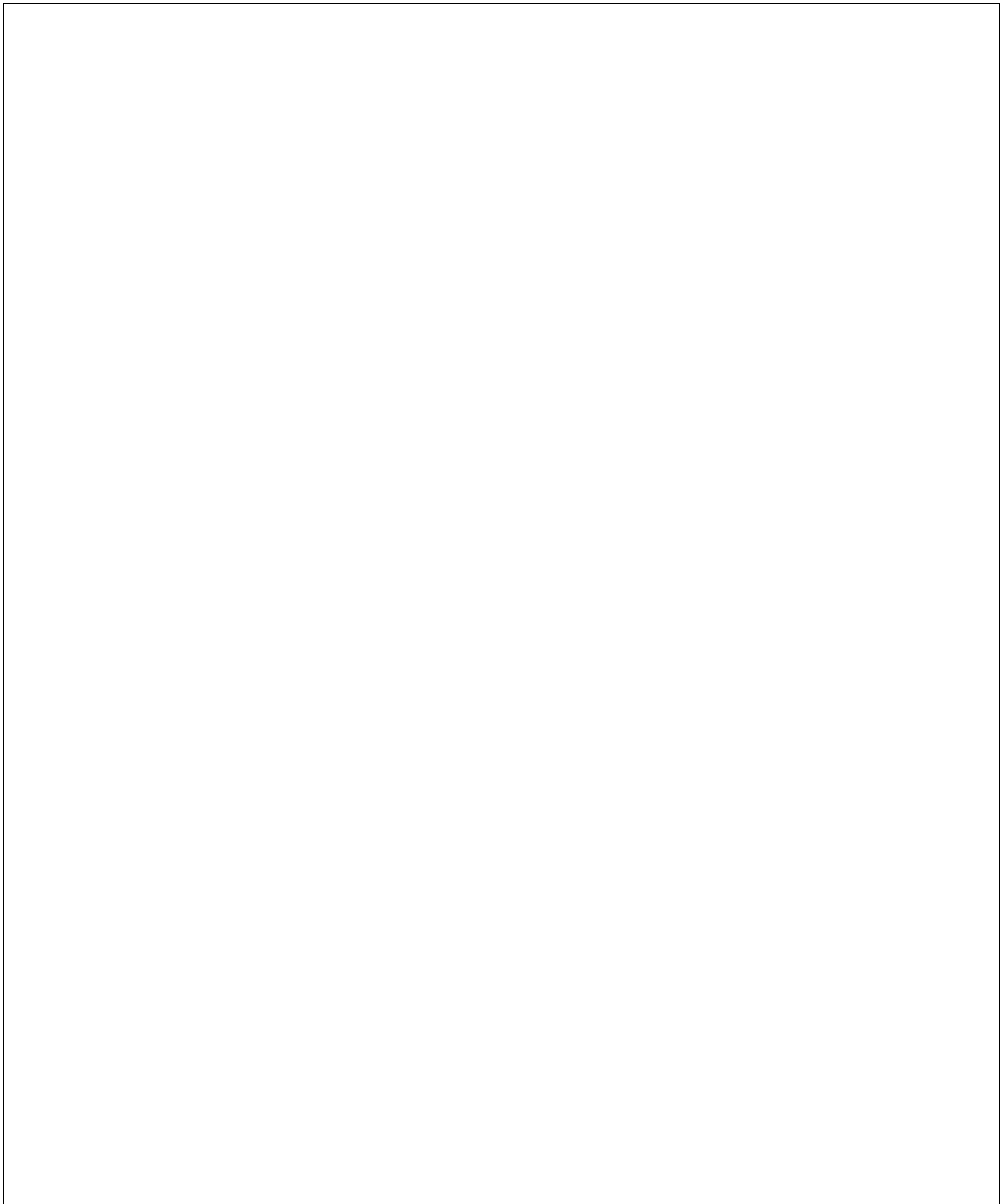
Use additional pages if necessary

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

Summary: *The Zoning Enforcement performs professional responsible work involving the administration and enforcement of the Zoning Regulations and oversees and directs the Land Use Inspectors. Reviews and issues zoning permits, oversees zoning approvals for building permit applications, investigates complaints of zoning violations, and conducts field inspections.*

As the Zoning Enforcement Officer, interprets, administers and enforces the zoning regulations according to State Statues and subdivision regulations established by the Land Use Boards as well as guidelines and the policies and procedures established by the Boards.

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.



PART III. KNOWLEDGE, SKILLS AND ABILITIES

#24-30

On the following pages are a variety of statements which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this knowledge, skill or ability in an actual setting while performing a job.

- B - I have education or training relevant to this knowledge, skill or ability, but have not applied it in an actual job.

- C - I have little or no experience, education or training relevant to this knowledge, skill or ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the knowledge, skill or ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

PART III. KNOWLEDGE, SKILLS AND ABILITIES

#24-30

1. Knowledge of the theories and practices of municipal zoning, urban design and comprehensive land use planning.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____

2. Knowledge of City zoning regulations and relevant Charter provisions, Connecticut General State statutes, Connecticut Coastal Management Act, case law and other codes or legislation relating to land use management.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____

PART III. KNOWLEDGE, SKILLS AND ABILITIES

#24-30

3. Knowledge of civil engineering, architectural and traffic and site design standards and principles applicable to development projects.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____

4. Ability to read, understand, and evaluate site plans, land surveys, architectural drawings, engineering designs, grading and landscaping plans and other related technical studies and reports.

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____

PART III. KNOWLEDGE, SKILLS AND ABILITIES

#24-30

5. Ability to sketch and prepare simple drawings and to prepare concise and accurate reports

Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____

6. Ability to plan and direct the work of subordinate staff.

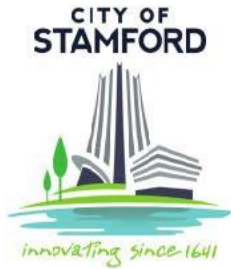
Circle the Appropriate Letter

A B C

Employer/School: _____

Dates: _____

Details: _____



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 _____
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).

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 | |