



# Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Transportation Assistant Planning Director  
Bureau of Policy and Planning

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** DOT Administration Building, 2800 Berlin Tpke, Newington, CT  
**Job Posting No:** 30621  
**Hours:** 40 Hours per week  
**Salary:** MP-69- \$101,558.00 to \$138,477.00 annual  
**Closing Date:** August 24, 2017 at 3:00 p.m.

The Connecticut Department of Transportation is seeking to fill a Transportation Assistant Planning Director position in the Bureau of Policy and Planning. The Assistant Director will provide direction and leadership in the Office of Environmental Planning (OEP). The position will report to the Transportation Planning Director.

This position oversees the Office of Environmental Planning which consists of the Environmental & Historic Documents unit, the Water and Natural Resources unit and the Water and Noise Compliance unit. This office is composed of 20+ environmental, historic and cultural resource professionals with specialized skills and experience. They are responsible for environmental, historic and cultural resource studies, securing environmental permits for projects and ensuring that contractors comply with permit requirements during construction. They serve as a liaison with State and Federal regulatory agencies regarding environmental issues and the State Historic Preservation Office regarding cultural resources. The office will play a critical role in delivering the Department's expanded capital program.

**Description of the Duties:**

Directs the preparation of environmental documents and permit applications; interprets and administers pertinent environmental laws and regulations; directs the preparation of technical studies and reports required under the National Environmental Policy Act (NEPA), the Connecticut Environmental Policy Act (CEPA) the National Historic Preservation Act and Section 4(f) of the DOT Act and Section 106 of the National Preservation Act; directs the creation and review of permit applications in accordance with Connecticut General Statutes, Federal Law and State Regulations; responsible for ensuring that all the requirements of both State and Federal laws and regulations pertaining to the National Pollution Discharge Elimination Systems (NPDES), noise impacts due to transportation projects and compliance with State and Federal water resources permits are met.

An important part of the Assistant Director's duties will be to develop a diverse staff with the mix of skills and experience needed to meet the challenges of an expanding Department mission and program and foster a culture that encourages collaboration, creativity, and continuous improvement. The Assistant Director is responsible for evaluating staff resource needs, establishing staff development programs to address those needs and establishing cross-training and career development programs to provide opportunities for career advancement.

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of contemporary techniques, concepts and procedures employed in field of transportation; considerable interpersonal skills; considerable oral and written communication skills.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Two (2) years of experience in a supervisory capacity involving transportation planning, urban planning, regional planning or transportation Environmental planning.

**Note:** For State Employees supervisory capacity will be interpreted at or above the level of Transportation Supervising Planner.

**Preferred Experience:**

Experience in environmental planning directly related to environmental impacts, environmental compliance and/or permitting of transportation projects.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website for [job specification](#).

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application form [CT-HR-12](#). **State employees must also include copies of last two service ratings received.** Your application must be received by August 24, 2017 at 3:00p.m. and will not be considered complete without all required documents. Send documents to:

Ms. Mary Petzold  
Department of Transportation, Bureau of Policy & Planning  
2800 Berlin Turnpike  
Newington, CT 06131-7546  
or email to [Mary.Petzold@ct.gov](mailto:Mary.Petzold@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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