

Town of East Lyme, Internship – July 2025
GIS Analyst / Assistant Town Planner

Nature of Work: Performs professional services in all functional areas of municipal planning, including public improvements, economic development, housing, demographics, natural resources, land conservation, the review of site plans, subdivision plans and other related materials, administrative, and enforcement duties related to the conservation and use of land, wetlands and water bodies.

Supervision Received: General supervision by The Director of Planning. As directed by the Director of Planning, provides staff support to the Inland Wetlands Agency and Planning Commission.

Supervision Exercised: None

Essential Job Functions:

- Receive oral or written directions from the Director of Planning.
- Assists in the coordination of Planning Commission and Inland Wetlands & Watercourses Agency Applications.
- Assists in drafting regulations, policies, by-laws, conducting research, preparing statistical and narrative reports, and analyzing information to assist in establishing and implementing policies for community development.
- Assists in the review of coastal site plans, erosion and sediment control plans submitted as part of inland wetlands and subdivision applications for compliance with local and state regulations.
- Inspect developments to verify proper installation of erosion control devices as approved and provides written reports of violations.

Additional Job Responsibilities: Maintains up to date inventories and maps concerning wetlands, water courses, open space and areas of ecological, biological, geological and hydrological significance. Participates in the developing the Town's Application for Silver Certification in SustainableCT as well as implementation of the Town's Plan of Conservation and Development (POCD) and Affordable Housing Plan (AHP). Assists in preparation of grant applications and in the administration of approved grants.

******* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position. *******

Qualifications Profile: The skills and knowledge required would generally be acquired with current undergraduate study in Land Use Planning (Urban, Rural, Community, Environmental, Economic Development, Sustainability, Transportation, Agriculture, etc...), Geographic Information Systems (GIS),

Environmental Earth Sciences (Geology, Ecology, Biology, Hydrology, Oceanology), Architecture or some closely related field.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may choose to attend municipal meetings outside of normal work hours. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

The ideal candidate must be free from mental or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and/or emergency situations.

License or Certificate: Connecticut Motor Vehicle Operator's License.

PAY AND BENEFITS:

- Hourly wage starts at \$17.00 per hour, up to twenty-five (25) hours per week for 16 weeks beginning Tuesday September 2, 2025 through Friday December 19, 2025.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](http://eltownhall.com), or submit an [Application](mailto:hrmanager@eltownhall.com) along with resume and cover letter to hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.