

TOWN OF DANVILLE

JOB DESCRIPTION

Zoning Administrator

Department: Zoning Office

Reports To: Selectboard

FLSA Status: Non-Exempt - Part-time

Work Hours Per Week: 10

OBJECTIVE/PURPOSE

The primary staff person to administer, implement and enforce zoning bylaws and ordinances. Protects the town against violations of town or state zoning laws, ordinances, and regulations by strict interpretation of same, while in the most customer-friendly and helpful manner possible. Assists permit applicants to achieve their project goals.

DUTIES & RESPONSIBILITIES

- Timely response to permit application requests in the form of answering questions and explaining required form information and research as needed.
- Review all permit applications for completeness and accuracy. Identify additional required application information and assist applicant with directions as to where such information can be obtained, and sign all approved applications.
- Advise to applicants, the most cost-effective and time-expedient options in meeting zoning regulations.
- Assist applicants with the application process and understanding pertinent Zoning Bylaws and Ordinances, meeting with and taking calls outside normal work hours as a convenience to the applicant.
- Seek, when necessary, legal advice regarding permit applications or violations. Identify ways to reduce legal costs to town.
- Research interaction between state and town permit requirements for permit applications and review with applicant.
- Determine, with the use of town zoning ordinance and professional judgment, whether to issue permit or forward request to Developmental Review Board (DRB) for determination.
- Look for ways to make construction requests permissible.
- Research permit files for pertinent information regarding new zoning permit requests.
- Create and maintain a document control system for all zoning, signs, design control, zoning violations, and all required permits and procedures. Meet applicable state statutes in a timely manner.
- Conduct site visits to check zoning ordinance compliance.
- Document reasons for permit denial and/or referral to DRB.
- Cite property owners for zoning violations and follow up until violation is resolved.
- Coordinate the work of the Planning Commission; including but not limited to: providing technical/statutory/research assistance, communicating information to be shared with Selectboard and Planning Commission, and assisting with timeline development for zoning amendments and rewrites.
- Provide administrative assistance to the Planning Commission and DRB including but not limited to assisting applicants with application preparation, posting Notice of Hearings in local media processing FINDINGS, tracking appeal period, issuing DRB approved permits, tracking and ensuring conditions compliance.
- Send all DRB and Planning Commission special meeting notices, hearing notices, and minutes to Assistant to the Selectboard for posting on the Town website.
- Provide town and environmental court with all necessary information when applicant has appealed to court. Monitor appeal's requirements to ensure town compliance.
- Meet with permit applicants on their site to assist in determining compliance options.
- Collaborate with other Town entities when permit affects water, sewer, listers (appraisal information).
- Maintain office hours, take phone calls, hear concerns and/or complaints. Scheduled set hours are to be maintained in office and you are to be present during the posted hours.

OCCASIONAL RESPONSIBILITIES:

- Create and update forms and information sheets.
- Keep up to date on changes in state zoning laws, regulations, and rules.
- Analyze ways to make zoning process most user-friendly within bounds of zoning ordinance and state law.
- Meet with groups and individuals to hear concerns about zoning process. Respond to concerns either by explaining need for current method or looking for alternative approaches.
- Assist Selectboard and Planning Commission in preparation for public hearings.
- Go to the post office as needed.
- Other duties as assigned by the Selectboard.

JOB REQUIREMENTS/QUALIFICATIONS

- At least three (3) years experience in zoning administration or equivalent combination of experience and education in related field; demonstrated working knowledge of the theory and practices of zoning and town planning and of current-related Vermont Statutes.
- Must be able to use a personal computer and know or easily learn basic software.
- Must be able to accurately read a tape measure and ruler.
- Must have the skills and ability to research sufficiently to find detailed information.
- Must have excellent writing, proofreading and organizational skills including record keeping.
- Must be able to communicate in a manner that is friendly, open, and courteous.
- Must have excellent communication, listening, and speaking skills at a level where those unfamiliar with zoning will comprehend difficult and complex issues.
- Must have the ability to set and modify priorities in order to meet the town needs, governmental regulations/laws, and requirements of job/customers.
- Must be able to effectively interact in all situations.
- Must be team-oriented and have a commitment to provide customer satisfaction to all.
- Must, with reasonable accommodations, be able to meet the physical demands inherent in this job description.
- Must be willing to assertively resolve conflicts, inter-personal or work-related, when such conflict hinders job performance.
- Must be able to identify and be willing to communicate unsafe work situations to the Selectboard.
- Must be able to complete, accurately and timely, all identified paperwork and forms.
- Must be willing to participate in improving work product and process/procedures.
- Must have a valid driver's license.
- Must be able to identify and be willing to put town's and other departments needs ahead of own in appropriate situations - understand how job's functions interact with and impact other departments and act accordingly.
- Must be self-motivated and look for innovative ways to meet needs of the town, DRB, Planning Commission, and other requirements of job.
- Ability to establish and maintain harmonious working relationship with employees and the public in a manner that is diplomatic, firm and knowledgeable.

SPECIAL JOB CONDITIONS

- Must be able to work evenings on occasion and attend meetings and trainings.
- Must be able to sit for prolonged periods of time working at computer screen.
- Must be able to visit and inspect building sites and residential homes.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Danville is an Equal Employment Opportunity employer. The Town of Danville is also an "At Will" employer.