

Job Title: Zoning Administrator	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt
Reports To: Town Manager	Date Updated: September 2020	

Position Summary

This is a comprehensive position that performs technical and administrative work in managing the town’s development review process. The Zoning Administrator shall, exclusive of outside influence, render decisions in a manner consistent with the town zoning bylaws and state law while representing the town in a professional and polite manner at all times.

Primary Job Responsibilities: To be successful in this position, the following tasks must be accomplished.

- 1. Make Sound Zoning Determinations.**
 - a) Process permit applications based upon bylaws and state law.
 - b) Process Certificate of Compliance applications based upon research of zoning files, accessor/lister records, land records, DRB approvals, on-site inspections, etc.
 - c) Assist applicant with both administrative and DRB permitting processes to meet regulatory standards.
 - d) Record all issued permits in the St. Albans Town land records.
- 2. Following Zoning Unified Development Bylaws and State Regulations, Manage the Town’s Zoning Function in a Manner that Inspires Public Confidence.**
 - a) Provide information, education, and appropriate forms to applicants, architects, engineers, attorneys, and appraisers.
 - b) Meet with applicants and their representatives in a timely manner to review proposals for land development and determine type of review required (building permit, Certificate of Compliance, DRB review, etc.).
 - c) Receive and document fees on behalf of the Treasurer.
 - d) Perform site visits.
- 3. Provide Timely Reports, Technical Guidance and Staff Support for the Development Review Board (DRB)**
 - a) Deliver timely and professional staff assistance to the DRB (i.e. set agendas; warn meetings; type DRB decisions and review DRB minutes for accuracy).
 - b) Draft proposed Findings of Fact and Conclusions of Law for DRB decisions.
 - c) Conduct a technical review of land use proposals and issue a summary review to the DRB.
 - d) Administer the Letters of Credit process; adhering to DRB conditions of approval and Selectboard process.
- 4. Process Zoning Complains/Enforcement of Zoning Bylaws in a fair and consistent manner.**
 - a) Receive, investigate, and document zoning complaints. Send notice of violation when necessary and provide testimony in the Superior Court Environmental Division enforcement cases.
 - b) Work with Town Attorney as needed.
- 5. Proactively Identify Policy Issues & Recommend Solutions and on a short term basis, back up the Planning Department as needed.**

- a) Research, analyze and recommend solutions to policy issues that relate to the Town Plan, Unified Development Bylaws or other policy documents.
- b) Be knowledgeable of the Planning Process.
- c) Work with Planning staff to develop and administer the annual work plan, budget, and other planning and policy documents as requested by the Town Manager, Selectboard or DRB.

Requirements (Education/Training/Experience)

- Minimum of a high school education or GED with a minimum of four (4) years' experience in land use planning, zoning or environmental enforcement. Bachelor's Degree in urban planning, architecture or related fields preferred with three (3) years' of related experience.
- Ability to read and interpret engineering drawings, surveys and development proposals.
- Working knowledge of federal, state and local zoning laws and the ability to develop comprehensive knowledge of the Town of St. Albans zoning bylaws and town plan.
- Skilled in understanding zoning and subdivision laws and explaining their meaning with tact and impartiality.
- Valid driver's license required.
- Flexible work schedule to attend evening meetings.
- Proficient in computer skills including Word, Excel, Outlook, and the internet.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Public Service** - Manages difficult or emotional situations with the public; Solicits feedback to improve service; Responds promptly (within 7 business days) to requests for service and assistance; Meets commitments.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Conserves municipality's resources.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently to meet deadlines; Plans for additional resources; Sets goals and objectives; Organize and schedule other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Interpersonal Skills** - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Working Conditions & 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.

- Predominately active position; frequently required to walk; sit for long periods of time; climb, stoop, kneel, crouch or crawl.
- The employee is required to regularly use hands and fingers; talk and hear;
- The employee is occasionally exposed to rain, snow, ice, heat, cold or other extreme weather conditions.
- Must be able to lift parcels/boxes up to 30 lbs.

Disclaimer

The above Job Description is intended to describe the general nature and level of the work being performed by people assigned to this role and is not an exhaustive list of all duties and responsibilities. The Town of St. Albans reserves the right to amend and change responsibilities to meet the Town's needs as necessary.