

TOWN OF EAST MONTPELIER

JOB DESCRIPTION: TOWN & ZONING ADMINISTRATOR

QUALIFICATIONS: BA/BS in appropriate field; graduate degree preferred. Desired attributes: ability to work independently on many tasks and projects concurrently; broad knowledge of Vermont administrative law and regulations, including municipal rules & procedures and zoning principles; strong verbal and written communication skills as well as effective database management skills; understanding of financial and budgeting responsibilities in a public environment; ability to interact successfully with the public, even in difficult situations; knowledge of and ability to use standard office technology; and other qualifications deemed appropriate by the Selectboard.

REPORTS TO: Selectboard.

TERMS OF EMPLOYMENT: Combination position: Town Administrator is appointed by the Selectboard; the Zoning Administrator is nominated by the Planning Commission and appointed by the Selectboard. Employment is on terms determined by the Selectboard. The Zoning Administrator will be appointed for a one-year term. [24 V.S.A. §4448(a); 24App V.S.A. Chapter 114E]

EVALUATION: Performance of this job will be evaluated at the discretion of the Selectboard.

RESPONSIBILITIES:

The Town & Zoning Administrator shall, as Zoning Administrator:

- 1) Administer the zoning bylaws literally and shall not have the power to permit any development that is not in conformance with those bylaws. 24 V.S.A. §4448(a).
- 2) Provide citizens/applicants with all forms required to obtain any municipal land use permit.
- 3) Coordinate with all pertinent entities on all permits needed for any development.
- 4) Inform any person applying for municipal permits that the applicant should contact the regional permit specialist at the Agency of Natural Resources so the applicant can identify and obtain any related state permits. 24 V.S.A. §4448(c).
- 5) Issue decisions or make referrals to the Development Review Board and/or the Planning Commission in a timely manner. 24 V.S.A. §4448(d).
- 6) Make the appropriate site visits and arrange site visits for board members when necessary.
- 7) Ensure that all statutory notice requirements are complied with and provide all necessary assistance for applicants to meet their statutory mandates.
- 8) Facilitate and attend meetings of the Planning Commission and Development Review Board.
- 9) Issue and post zoning permits and provide copies to the Town Clerk and the Listers.
- 10) Maintain the files of pending and issued permits.
- 11) Coordinate appeals of zoning administrator decisions and provide support for appeals of Development Review Board decisions.
- 12) Institute enforcement action in the name of the town for violations of the zoning bylaws. 24 V.S.A. §§4451, 4452.
- 13) Act as the town liaison for citizen questions and complaints relating to zoning issues.
- 14) File the annual Federal Census Report of number of building permits issued.
- 15) Serve as the Town's E-911 coordinator, measure E-911 sites, assign location numbers, provide official notification to addressees, and provide information to Town Clerk for distribution.
- 16) Notify the Selectboard Chair of the need to transfer specific or general zoning administrator authority to the appointed Acting ZA in case of illness, vacation, or conflict of interest.

The Town & Zoning Administrator shall, as Town Administrator:

- 1) Act as the Chief Administrative Officer of the town, having oversight of all town employees, including appointees.
- 2) Act as the town liaison for citizen questions and complaints relating to Selectboard and general town matters.
- 3) Read, organize, and summarize materials sent to the Selectboard.
- 4) Alert and/or research topics of concerns for the Selectboard.
- 5) Prepare action recommendations as needed and when requested by the Selectboard.
- 6) Review, evaluate, and draft policies and administrative regulations and make recommendations. Prepare and maintain accurate job descriptions.
- 7) Serve as representative/contact with state and federal agencies and other municipalities.
- 8) Handle correspondence on behalf of the Selectboard.
- 9) Grant Administration: Research, prepare and manage applications and be responsible for implementation and administration of grant activities.
- 10) Establish and maintain sound office management practices, procedures and controls in coordination with the Town Clerk, Treasurer, road foreman, listers, and other town officials.
- 11) Be responsible for risk management activities for the Town, including preparation of liability coverage applications, insurance audits, and coordination of health and safety issues for Town officials and employees.
- 12) Act as liaison with Town Attorney on legal matters.
- 13) Research and draft documents for the Selectboard including Town Meeting Warning, policies, ordinances, and required notices.
- 14) Prepare analysis for annual salary review of full- and part-time positions for the Selectboard.
- 15) Provide assistance to Selectboard in personnel matters.
- 16) Attend all meetings of the Selectboard; be responsible for the preparation of agendas and minutes thereof.
- 17) Supervise the management and repair of the municipal building.
- 18) Communicate and coordinate with Planning Commission, Development Review Board, and the various other town boards and committees.
- 19) Recruit for Selectboard appointments to Town Offices.
- 20) In conjunction with the Town Treasurer, prepare and manage annual Town budget, financial program, and Capital Reserve Plan for the review of the Selectboard.
- 21) Alert Selectboard to over-expenditures of budget items and other discrepancies.
- 22) Review Selectboard orders for authorization, reasonableness, identification, agreed price, accuracy, etc.
- 23) Coordinate major purchasing, including contractor negotiations and preparation of bid documents and contracts.
- 24) Coordinate applications for capital plan equipment and property financing.
- 25) Act as the town's collector of delinquent taxes.
- 26) Act as one of the town's road commissioners.
- 27) Act as small systems administrator.
- 28) Directly provide or arrange for hardware technical assistance.
- 29) Coordinate with computer consultants as needed.
- 30) Troubleshoot and provide "help desk" for office staff on systems, MS products, NEMRC, internet, hardware, and e-mail if contracted agent not available.
- 31) Serve as webmaster for the town website.

Approved: East Montpelier Selectboard, September 11, 2017