TOWN OF EAST MONTPELIER
JOB DESCRIPTION: ZONING ADMINISTRATOR

Summary of Position: The Zoning Administrator is a highly responsible administrative position overseeing compliance with the East Montpelier Land Use & Development Regulations. This position facilitates the Town’s long range planning process through assisting in the development of the Town Plan and its implementation through supporting regulations. The Zoning Administrator’s mission is to support the Planning Commission, Development Review Board, Selectboard and similar bodies in carrying out their duties and responsibilities regarding land use. The Zoning Administrator serves as the Town’s Administrative Officer as provided in 24 V.S.A. Chapter 117 and related provisions. The Zoning Administrator also supports the needs of the Town through other duties assigned from time to time by or through the Selectboard.

The Zoning Administrator is a flexible, part-time exempt position and requires attendance at Development Review Board, Planning Commission and other evening meetings.

Appointment and Supervision: 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 [24App V.S.A. Chapter 114E]. The Zoning Administrator is subject to the Town’s Personnel Policy and is supervised by the Town Administrator.

Primary Duties and Responsibilities:

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.
15. Serve as the Town’s E-911 coordinator, measure E-911 sites, assign location numbers, provide official notification to addressees, and distribute information as required.
16. Notify the Town Administrator 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.
17. Other duties as assigned by the Selectboard, through the Town Administrator.

**Desired Qualifications:** BA/BS in related field, and master’s degree preferred in planning, public administration, natural resources, engineering, legal studies, or equivalent subjects. Three years’ experience in local government planning or administration, or equivalent experience in business or government. Combinations of the above qualifications or other qualifications may be acceptable as determined by the Selectboard. Excellent organizational skills and written and verbal communication skills. Ability to successfully manage multiple tasks and responsibilities.

The above information is intended to describe the general nature of the Zoning Administrator position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, 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.

The Town of East Montpelier is an Equal Employment Opportunity employer.