

Town of Starksboro Job Description Zoning Administrator

FLSA Designation: Non-Exempt

Hours per week: 24

Scope of Position:

The Zoning Administrator is responsible for application and enforcement of Starksboro's Zoning Bylaws in a consistent, fair and timely manner. The position involves working with Starksboro residents and property owners as well as with elected and appointed boards and officials. The Zoning Administrator is expected to assist applicants and town officials in understanding the zoning process, and to facilitate the application of permits and hearings.

The position requires communication with a wide variety of people, both verbally and in writing.

Duties and Responsibilities:

A detailed description of the responsibilities of the Zoning Administrator is included in the Zoning Administrators Handbook published by the Vermont League of Cities and Towns. In summary:

- Issue permits in accordance with the requirements of the Zoning Bylaws in effect.
- Assist landowners and interested parties with required forms and provide information about local permit requirements.
- Act as clerk of the Development Review Board, taking minutes of meetings and preparing findings as needed.
- Post and/or advertise notices/permits as required by Vermont State Statute.
- Enforce all violations of the bylaws, including issuance of notices of violation.
- Participate in appeals by explaining the action that is under appeal and by presenting evidence to support the action.
- Provide input to the Selectboard, Development Review Board and Planning Commission regarding budgets, fees, application activity, regulatory requirements and changes, and upcoming issues as necessary.

Requirements of Work:

- Technical knowledge of the Starksboro Zoning Bylaws
- Understanding of the Starksboro community, including general geography
- Thorough knowledge of the Vermont Planning and Development Act, 24 V.S.A. Chapter 117.
- Basic understanding of state statutes and regulations related to land use and land development.
- Ability to perform site visits, including walking through wooded and/or hilly terrain

- Computer literate. Able to work with word processing and spreadsheet software. Familiar with mapping software.
- Ability to work effectively with a wide variety of people, sometimes under difficult circumstances

Education, Training and Experience:

Prior experience as a zoning administrator preferred. Experience in municipal planning and/or natural resources would be considered. Must have excellent written and verbal communication skills.

Physical Demands / Work Environment:

Most of the Zoning Administrator's duties are performed in an office environment. The position requires extensive use of the telephone and computer. Site visits may require walking outdoors on uneven terrain under various weather conditions. The employee must occasionally lift and /or move up to 25 pounds.

Much of the job takes place in a public environment. The employee must be able to work during distractions, and maintain a professional demeanor during public encounters.