



# TOWN OF WAITSFIELD

## PLANNING AND ZONING ADMINISTRATOR E-911 COORDINATOR

**Nature of Position:** The Planning & Zoning Administrator is a highly responsible administrative position overseeing compliance with the Town's Zoning Bylaws and Subdivision 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 Planning & 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 Planning & Zoning Administrator serves as the Town's Administrative Officer as provided in 24 V.S.A. Chapter 117 and related provisions. The Planning & Zoning Administrator also supports the needs of the Town through other duties assigned from time to time by or through the Selectboard.

**Appointment, Supervision and Evaluation:** The Planning & Zoning Administrative is nominated by the Planning Commission and appointed by the Selectboard for a term of three years in accordance with statute (24 V.S.A. §4448). The Planning & Zoning Administrator is supervised and evaluated by the Town Administrator, who shall seek input from the Selectboard, Planning Commission and Development Review Board in providing such oversight and evaluation. The Planning & Zoning Administrator shall be subject to the Town's personnel policies, and may be removed from office in accordance with statute (24 V.S.A. §4448). The Planning & Zoning Administrator shall be subject to the Town's personnel policies, and may be removed from office pursuant thereto. In no case shall the office be occupied by someone deemed ineligible under the State's Incompatible Offices statute (17 V.S.A. Section 2647).

### **Primary Responsibilities and Statutory Duties:**

1. Reviews and makes decisions within the statutorily prescribed time regarding zoning, subdivision and sign applications.
2. Provides information, assistance and guidance to property owners seeking to make applications for a project under the Town's land use regulations.
3. Investigates possible violations of the Town's land use regulations whether observed by the Planning & Zoning Administrator or another Town official, or as the result of a citizen complaint.
4. Initiates enforcement action when he/she determines there is a violation of the Zoning Bylaws, Subdivision Regulations or of the conditions of an approved permit. Works with property owners to obtain voluntary compliance and issues a formal Notice of Violation if voluntary compliance is not obtained. Institutes legal proceedings as appropriate through the Town Administrator with the approval of the Selectboard.

5. Attends all meetings of the Planning Commission and Development Review Board except when the Planning & Zoning Administrator's evaluation is being considered or the boards allow or request his/her absence. Provides primary staff support to both boards, including preparation of public notices and agendas, and distribution of necessary meeting materials. Takes meeting minutes unless another person is hired to do so.
6. Assists the Development Review Board in its review of pending applications including providing research and analysis of applications being reviewed and preparing findings and decisions.
7. Assists the Planning Commission in all facets of its work including update of the Town Plan and amendment of the Zoning Bylaws and Subdivision Regulations.
8. Provides information and assistance to citizens wishing to participate in the Town's land use planning and regulatory processes.
9. Inspects properties in regard to permit applications or compliance with local regulations and previously issued permits.
10. Oversees the intake process, review and issuance of certificates of compliance.
11. Assures that all application and permit fees are collected and turned over to the Treasurer in a timely manner before rendering a decision or issuing a permit.
12. Maintains the Town's database and files of all applications, permits and enforcement actions.
13. Assists the public in researching information sought from and contained in the Town's planning and zoning files and other related public records.
14. Maintains all appropriate information concerning Waitsfield's land use processes on the Town's website, such as meeting and hearing notices, supporting materials, and other documents.
15. Assists in updating application forms, instructions and information to help the public comply with the Town's development review process, including the latest Internet and Web-based approaches for access to such forms and information.
16. Assists in the preparation of the annual budgets for Planning and Zoning functions, and monitors and assures that expenses are within the approved budget.
17. Researches and reports grant opportunities in the area of planning, prepares and submits grant applications related as directed by the Town Administrator, and manages such grants awarded to the Town.
18. Maintains records of development in the flood plain. Serves as liaison with FEMA staff and assists with the process of making any changes in the flood plain maps and regulations.

19. Serves as the Town's E-911 Coordinator, implementing the Waitsfield Street Naming and Addressing Ordinance and assigning addresses to new development or other locations where an address is needed.

20. Performs other such duties as the Selectboard, through the Town Administrator, may assign or delegate.

\*Note: The listing of statutory duties is not intended to be comprehensive and the current Vermont Statutes Annotated should be consulted for a complete and up to date listing of such duties.

**Desired Qualifications, Abilities and Skills:**

❖ Performs

❖ Bachelor's or Master's Degree preferred, with a course of study in land use planning or a related field. At least three years experience in local government planning, or equivalent experience in the field of planning in business, non-profit organizations or government preferred. A combination of the above qualifications may be acceptable as determined by the Selectboard.

❖ Knowledge and full understanding of all rules and regulations pertaining to Waitsfield's land use regulations, including the Zoning Bylaws, Subdivision Regulations, Town Plan, pertinent State statutes such as Title 24, open meeting and public records laws, and other areas of law regarding land use.

❖ Knowledge of all aspects of the local development review process, including familiarity with the regulatory and review procedures of state agencies that may also have jurisdiction.

❖ Ability to interact positively with local citizens, the media, other town officials and employees.

❖ Ability to work effectively with local, regional and state agencies and officials, local businesses and non-profit organizations. Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions and committees.

❖ Ability to communicate effectively, both orally and in writing.

❖ Ability to work proficiently with computers, software, and other technological tools that are essential to efficient conduct of the Planning & Zoning Administrator's responsibilities, including Web site management.

❖ Ability to read plans and drawings and to use ArcView mapping software.

❖ Ability to conduct legal research and present findings in the areas of land use planning and regulation.

❖ Ability to manage and resolve conflict.

- ❖ Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations.
- ❖ Ability to exhibit initiative, leadership and judgment in the administration of all affairs placed in his/her charge.
- ❖ Ability to organize and use time effectively, and handle multiple responsibilities simultaneously.
- ❖ Ability to keep accurate, organized records.
- ❖ Ability to work independently with minimal supervision.
- ❖ Ability to manage confidential information in a professional and legal manner.
- ❖ Ability to listen to and accept criticism.
- ❖ Interest and willingness to attend appropriate training to maintain and improve skills.
- ❖ Positive attitude and ability and willingness to collaborate as part of a team.

**Working Conditions:** This job is a salaried position as defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions for a minimum work week, currently consisting of four days and thirty-four (34) hours. It is recognized that considerable time may be required outside normal office hours both in the field and to attend various meetings.

**Adoption:** This job description has been reviewed by and adopted by the Waitsfield Selectboard on February 13, 2017.

**Acknowledgment:** The undersigned employee hereby acknowledges that I have received and read this job description.

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Employee Signature

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Date