

Job Title: Interim Zoning Administrator	Non-Exempt
Reports To: City Council	Date Updated: May 2018

Position Summary

Pursuant to 24 V.S.A. § 4442, the Zoning Administrator is nominated by the City Planning Commission and appointed by the City Council for a term of three years. In cooperation with the Planning Commission, Development Review Board and the City Council, the Zoning Administrator shall fairly and accurately administer the City’s land use regulations and shall thoughtfully encourage the adoption of appropriate and timely land use regulations and amendments using 24 V.S.A., Chapter 117, the Addison County Regional Planning Commission and local zoning and subdivision regulations for guidance.

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

- 1. Keep the Planning Commission and Development Review Board advised of activity between meetings.**
- 2. Provide public service by answering applicant and/or citizen questions regarding City zoning and subdivision regulations, generally and specifically;**
 - a. Hold regular office hours at City Hall for twelve hours per week and work within the City limits as needed.
- 3. Collect permit application fees and turn them over to City Hall staff for processing.**
- 4. Process and rule on permit requests in a timely fashion, including acknowledging receipt of an application and initiating action on an application in accordance with the zoning and subdivision regulations. Any zoning documentation requiring (by stature) swifter action shall also be your responsibility.**
- 5. Notify applicant(s) of a decision in writing and as per state statute.**
- 6. Inspect permitted properties and development during construction, as necessary.**
- 7. Inspect properties for compliance upon project completion.**
- 8. Monitor compliance until expiration of said permits.**
- 9. Investigate reported and potential zoning violations and take appropriate action.**
- 10. Complete Declarations of Compliance as requested and Certificates of Occupancy as required, according to the processing regulations stipulated by the State of Vermont and the City of Vergennes zoning and subdivision regulations.**
- 11. Attend regular and special meetings of the Planning Commission and the Development Review Board.**
- 12. Prepare and post minutes to the Planning Commission and Development Review Board meetings in accordance with open meeting laws.**

13. Assist the Planning Commission in the review and updating of the Municipal Plan and the Zoning and Subdivision Regulations.

14. Provide all administrative tasks required of the Development Review Board.

Requirements (Education / Training / Experience)

- Bachelor's degree in planning, geography, environmental studies or a similar degree or an equivalent combination of education and experience is desired.
- Thorough knowledge of the Vermont Planning and Development Act, 24 V.S.A., Chapter 117 and related provisions.
- Prior experience working with State and federal programs.
- Skilled in the use of computers; knowledgeable in Word and Excel.
- Ability to maintain records efficiently and accurately.
- Independent means of transportation.

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 3 days) to requests for service and assistance; meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- 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.

- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others.

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.
- Occasionally exposed to moving mechanical parts, roadside danger, loud noise and vibration.

Disclaimer

This 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 City of Vergennes reserves the right to amend and change responsibilities to meet the City's needs as necessary.