

Zoning Administrative Officer

Grade 8 - 20 hours per week

Town Administration

Effective: 5/1/2015

Purpose:

The Zoning Administrative Officer serves the Town Administration Department within the Town of Richmond and is supervised by the Town Manager with input from the Planning Commission Chair and Development Review Board Chair. The Administrative Officer shall administer all land development bylaws literally and shall not have the power to permit any land development that is not in conformance with those bylaws.

Essential Functions:

- Act as the Town Administrative Officer pursuant to Title 24, Chapter 117, section 4448.
- Provide applicants with forms required to obtain any municipal permit or municipal authorization required under Title 24, or under other laws or ordinances that relate to the municipal regulation of land development.
- Provide technical support to the Town Planner and Planning Commission; Staff support to the Development Review Board, which may relate to the development of land use regulations or policies.
- Review zoning documents prior to recording in the land records, to ensure conformance with bylaws and prior decisions.
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system.
- Conduct site inspections and zoning complaint investigations.
- Answer requests for information professionally and promptly.
- Compose draft Development Review Board decisions.
- Communicate with and meet regularly with professional staff in the office to ensure consistency in decision-making and to review and/or improve administrative procedures.
- Adhere to all Town policies, practices and regulations regarding safety in the workplace and personnel matters.
- Serves as E-911 Coordinator for addressing.
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Non-Essential Functions:

- Assist the Town Planner in completion of their projects and assignments.
- Perform other duties as assigned by the Town Manager.

Job Standards /Accountability:

The primary job function is to work independently as required by state law and local ordinances. The Town Planner will provide day-to-day guidance for work products. The Town Manager will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Manager as soon as practical.

Working Conditions:

Physical requirements require the ability to type using standard computer equipment, to perform general office duties, and to answer phones. Additional duties are performed outside of the office, such as posting of notices, attending workshops, and on-site field inspections in all types of weather. Night meetings are required, approximately one per month.

Qualifications:

Bachelor's degree in planning, geography, environmental studies or a similar degree or an equivalent combination of education and experience is required. Proficiency is expected in office practices and procedures, including maintaining a neat workplace, the operation of office equipment and basic GIS software required. Proficiency in Word for Windows required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, punctuation and a sense of humor; is preferred. Proven ability to effectively accomplish job duties within designated time period a must.

EMPLOYEE: _____ DATE: _____