

Zoning Administrative Officer and DRB Coordinator

Grade 11 - 40 hours per week

Town Planning and Zoning

Effective: 2021

Purpose:

The Zoning Administrative Officer serves the Town Planning and Zoning Department within the Town of Richmond and is supervised by the Town Manager with input from the Town Planner, the Planning Commission Chair and Development Review Board (DRB) 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 24 V.S.A. 4448.
- Guide applicants through the local permitting process, as defined in the town Zoning Regulations and Subdivision Regulations
- Review local permits for compliance with the municipal regulations in effect and any prior relevant decisions, and provide determinations on complete permit applications pursuant to 24 V.S.A. 4448
- Provide technical support to the Development Review Board during regular meetings by advising them on local regulations currently in effect, development impacts, and open meeting laws,
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system
- Prepare and post DRB public notices, agendas and minutes pursuant to state statute
- Record DRB meeting minutes and maintain the archive of DRB meeting minutes
- Conduct site inspections and zoning complaint investigations.
- Investigate possible zoning violations and enforce local regulations pursuant to 24 V.S.A. 4451
- Answer requests for information professionally and promptly.
- Compose staff reports for DRB meetings and 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.

Non-Essential Functions:

- Provide input and feedback to the Town Planner regarding local land use regulations
- 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 urban planning, geography, environmental studies or a related field, or an equivalent combination of education and experience is required. Knowledge of local permitting process and statutory requirements for municipal and regional planning and development is preferred. Proficiency in Windows-based software (Word, Excel, and Publisher), and basic GIS software is required. Applicants must demonstrate on a daily basis: an ability to work independently, and budget time and workload; effective oral and written communication skills; the ability to work effectively across diverse cultures and constituencies; the ability to maintain zoning records in an organized and accessible manner. A valid driver's license is required. ASFPM Certified Floodplain Manager (CFM) certification, or interest in obtaining CFM certification is preferred.

EMPLOYEE: _____ DATE: _____