

Purpose:

The Zoning Administrative Office serves the Town Planning and Zoning Department within the Town of Richmond. This position is supervised by the Departmental Director, with input from the Town Manager and Development Review Board (DRB) Chair. We are seeking a highly motivated and skilled Community Development Administrator to join our team. This is an exciting opportunity for someone who is passionate about making a positive impact on the community and environment by helping to create thriving, livable communities. In this role, you will be a key player in the planning, reviewing, approval, and implementation of community development initiatives. Further, you will be responsible for providing technical support to a wide range of stakeholders, locally and regionally. This is a full-time position that offers a competitive salary, benefits, and opportunities for career growth and advancement along with some remote work.

Essential Functions:

- Act as the Town's Deputy Administrative Officer pursuant to 24 V.S.A. §4448.
- Administer, with initial oversight, the Flood Hazard Overlay District (FHOD) and Shoreland Overlay District within the town.
- Guide applicants through the local permitting process, as defined in the town Zoning Regulations and Subdivision Regulations with input from the Director of Planning.
- Review local permits for compliance with municipal regulations in effect and any prior relevant decisions. Provide determinations on complete permit applications pursuant to 24 V.S.A. §4448.
- Investigate possible zoning violations and enforce local regulations pursuant to 24 V.S.A. §4451
- Monitor permitted stormwater and erosion and sedimentation projects for compliance.
- Conduct Development Review Board (DRB) Pre-application meetings.
- Prepare and post DRB public notices, agendas and minutes--including web postings--pursuant to state statute.
- Conduct site visits to ensure permit compliance and support of DRB applications.
- Provide technical support to the DRB during regular meetings; advise on local and state regulations currently in effect, development impacts, and open meeting laws.
- Compose staff reports for DRB meetings and draft Development Review Board decisions.
- Record DRB meeting minutes and maintain the archive of DRB meeting minutes
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system
- Answer requests for information professionally and promptly.
- Communicate with and meet regularly with professional staff 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 parcel addressing.

Job Standards /Accountability:

The primary job function is to work independently as required by state law and local ordinances. The Director of Planning will provide day-to-day guidance for work products. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period reported to the Town Manager and/or Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the departmental director as soon as practical. Applicants must demonstrate an ability to work independently, budget time and workload; demonstrate effective oral and written communication skills; and the ability to work effectively across diverse cultures and constituencies.

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 and are dependent on the level of development activities in town. Field work utilizing personal vehicle with mileage reimbursement. Remote work available.

Qualifications:

Bachelor's degree in Community and Regional Planning or similar, Geography, Environmental Studies, Public Administration or a related field, or an equivalent combination of education and experience is required. Knowledge of local permitting processes and statutory requirements for municipal and regional planning is preferred. Knowledge of Stormwater regulations and Erosion and Sedimentation Best Management Practices (BMP's) highly desired. Proficiency in Windows-based software (Word, Excel, and Publisher), and basic GIS software is required. Ability to maintain organized and accessible zoning records. ASFPM Certified Floodplain Manager (CFM) certification to be obtained within 12 months as a condition of employment. A valid driver's license is required.

EMPLOYEE: _____ DATE: _____