

**Town Of Hinesburg**  
**Job Description (6/11/2015)**  
**Zoning Administrator**  
**Department of Planning and Zoning**



**FLSA Designation: Non-Exempt**  
**Hours: Part-time (approximately 20 hours/week)**

**Nature and Scope of Position**

This position performs technical, administrative, and regulatory work related to the Town's development review process and local and state regulations. The Zoning Administrator is the principal staff person responsible for issuing zoning permits, assisting applicants with zoning permits, conducting enforcement actions, and providing official interpretations of the Town's land use regulations. This position is the same as the "Administrative Officer" described in 24 V.S.A Chapter 117.

The Zoning Administrator shall, exclusive of outside influence, render decisions in a manner consistent with the Town's land use regulations (e.g., Zoning Regulations, Subdivision Regulations) and state law. Duties assigned herein are intended to succinctly describe the expectations of the Town and the major requirements of state law; additional requirements of state law may also apply. The position requires considerable judgment in the literal application, interpretation, and enforcement of the Town's land use regulations. A great deal of time is spent working closely with the public, sometimes on controversial or sensitive matters. This position requires a high degree of tactful interpersonal skill and diplomacy, and strong professional and organizational skills.

The Zoning Administrator is nominated by the Planning Commission and appointed by the Selectboard, for a term of three years.

This position reports to the Director of Planning and Zoning.

**Duties and Responsibilities:**

- Provide applicants with forms and information necessary to apply for zoning permits.
- Receive applications for land development. Issue/deny permits after a literal review of the Town land use regulations. Review completed projects and issue certificates of occupancy/use. Maintain a spreadsheet and record of permits and certificates of occupancy/use granted.
- Calculate, collect, and document zoning permit fees and impact fees from applicants, and transfer payment and documentation to the Town Treasurer.
- Perform site visits and post notices as required for permits and applications
- As necessary, coordinate technical review of zoning permit applications with Planning & Zoning Department staff and other Town staff (e.g., Road Foreman, Director of Buildings and Facilities, Fire Chief, etc.).
- Respond to inquiries about Town land use regulations and provide interpretations as necessary.
- Advise applicants to contact the VT Agency of Natural Resources regional permit specialist regarding State permits.
- Work with the Vermont Energy Code Assistance Center for interpretations of the State's Residential and Commercial Building Energy Standard (RBES & CBES), and for clarity about when it applies.

- Work with the Planning & Zoning Assistant to provide the Town Assessor with a copy of all permits.
- Work with the Planning & Zoning Assistant to record notices of permits, violations, and permit denials with the Town Clerk.
- Work closely with Director of Planning and Zoning and the Development Review Coordinator to help ensure projects approved by the Development Review Board (DRB) are in compliance with DRB decisions and the Town land use regulations.
- Investigate complaints of alleged zoning violations.
- Enforce all violations of Town land use regulations; issue such notices and take such actions as are required; prepare documentation for appeals of Zoning Administrator decisions, and appear at DRB hearings or court hearings on such appeals as necessary.
- Communicate with the Director of Planning and Zoning and the Town Administrator about formal notices of violation and possible legal issues.
- Communicate concerns or technical issues with Town land use regulations to the Director of Planning and Zoning so that these can be discussed and potentially addressed by the Planning Commission via regulation revisions.
- Periodically file documents and reports such as the Federal Construction Report, Zoning Activities Report and other such reports as requested or required.
- Prepare a report summarizing zoning permits issued for the annual Town Report.
- Interact with the public in a positive manner that inspires confidence in the town.
- Perform other duties as assigned by the Director of Planning and Zoning.

### **Requirements of Work**

- Ability to read and interpret engineering drawings, surveys, and building plans.
- Ability to develop comprehensive knowledge of Town land use regulations and the town plan.
- Ability to interpret zoning regulations, and explain their meaning succinctly with tact and impartiality.
- Ability to take enforcement action on zoning or DRB permit violations with tact.
- Familiarity with relevant federal, state, and local laws.
- Ability to work independently and as part of a team.
- Ability to accept constructive criticism.
- Excellent oral and written communication skills.
- Proficient with basic computer operation – e.g., file management, use of the internet, etc.
- Proficient with Microsoft Office computer software including Word and Excel.
- Proficient with email communication – e.g., email management, attaching files, etc.
- Familiarity with ESRI Geographic Information System (GIS) software preferred.
- Ability to operate equipment found in a typical office setting and operate equipment such as computers, copiers, fax machines, etc.
- Ability to perform moderately strenuous duties in varying weather conditions for limited periods.

### **Education, Training and Experience**

- Bachelor's Degree preferred.
- Prior experience in development review, land use planning, zoning, or environmental enforcement preferred.
- Prior building/construction experience preferred.

### **Physical Demands / Work Environment**

This is primarily an office-based job in a dynamic municipal office, though regular fieldwork necessary to investigate a complaint, post a permit, or assess the level of development is required. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and the community. The employee must occasionally lift and /or move up to 25 pounds.