



Town of Hinesburg
Planning & Zoning Department
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MEMORANDUM

TO: Selectboard & Town Administrator
FROM: Director of Planning & Zoning
DATE: January 23, 2015
RE: Tentative Staffing Work Plan

Thanks for serious consideration of my request for funding of additional Planning & Zoning Department staffing in FY15-16. I understand you would like more information on a proposed work plan along with the desired skill set for new staff. I hope the following helps.

Primary Goal: Increase total staff hours to keep up with existing workload, and to facilitate more output on non-development review functions – e.g., planning, development project compliance, regulation reform, departmental efficiency, etc.

Current Staffing: 2.5 FTE for a total of 100* hours/week

- Director, Zoning Administrator, Administrative Assistant

Proposed Staffing: 2.9 FTE for a total of 116* hours/week

- Director, Zoning Administrator
- Administrative Assistant – 16 hours/week (decrease of 4 hours/week)
- Additional staffing – 20 hours/week

* Does NOT include 5 hours/week for Planning Commission and DRB recording secretary

There are several ways to integrate the additional staffing. Exactly how we do this will be determined after the Selectboard and the voters approve the proposed budget. It will undoubtedly require some reorganization in the department, and my plan is to discuss this with department staff and the Town Administrator in order to implement the best possible scenario. Suffice it to say that the bulk of the additional hours will be put into the development review process in order to free up more time for our other department responsibilities.

Certainly this will involve creating a new position in the department, probably with the title of DRB Coordinator. How we end up reorganizing the department will determine how many hours per week this new position will be, to what extent DRB responsibilities are still shared with other department staff, and the job description. In the simplest scenario, we would hire a new part-time staff person with this job title for 20 hours/week. That new person would pick up about 50% of the work related to staffing the DRB. The overall DRB workload would continue to be shared amongst all department staff at my direction as the department head. There are other staffing scenarios that can be explored, depending upon long-term goals

and needs. The focus of the current proposal, as outlined in the “simple” scenario above, is to address the acute needs related to development review. If the additional funding is approved, department staff and the Town Administrator will work through the optimal organizational structure collaboratively.

With this in mind, some of the desired skills for the new DRB Coordinator position include:

- Ability to read and interpret maps, engineering drawings, surveys.
- Ability to develop comprehensive knowledge of Hinesburg land use regulations and Town Plan.
- Ability to explain development review protocol and regulatory provisions to the public.
- Ability to attend evening DRB meetings.
- Ability to work impartially with multiple stakeholders – e.g., Board members, developers, landowners, neighbors, advisory committees, general public, etc.
- Ability to distill and clearly communicate complex information.
- Excellent oral and written communication skills.
- Excellent general computer skills – ability to use the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook.
- Basic Geographic Information Systems (GIS) mapping skills – preferably with ESRI ArcGIS software.