

TOWN / VILLAGE OF WATERBURY ZONING ADMINISTRATOR JOB DESCRIPTION

Primary Role:

The Zoning Administrator is the principal staff person responsible for administration and enforcement of the Town/Village of Waterbury's Zoning Regulations.

The Zoning Administrator is nominated by the Planning Commission and appointed by the Town Select Board for a 3-year term. The Zoning Administrator can be reappointed for additional terms. This position is under the supervision of the Municipal Manager and Community Planner. This position is part time, 25 - 30 hours. Pay is commensurate with experience.

Nature and Scope of Position:

- The Zoning Administrator is a professional position with a high degree of independence and responsibility for assuring compliance with Waterbury's Zoning Regulations and state statute, 24 V.S.A. Chapter 117 and related provisions.
- The Administrator provides a high level of service to applicants, the Development Review Board, and the Planning Commission when needed.
- The Administrator is knowledgeable about all aspects of the local development review process, and is also familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given development project.
- The Administrator must be comfortable working with the public and be able to work effectively with a wide variety of people. The Administrator must have good written and verbal skills and be highly organized.
- The Administrator works closely with the Community Planner, and elected and appointed municipal officials, on planning and zoning issues, including bylaw amendments. Communication with the Municipal Manager, Town Select Board, Village Trustees, Town Clerk and other municipal employees is imperative for long-term, effective management of zoning / permitting.

Duties & Responsibilities Include:

Administration of the Waterbury Zoning Regulations including the following:

- Provide explanation of the Zoning Regulations to property owners, developers, legal and real estate professionals, and other members of the general public.
- Provide timely specific parcel information in response to inquiries (including dimensional requirements, other parcel data, permit histories and review processes).
- Assist applicants in completing zoning permit applications.
- Approve or deny zoning permit applications, or refer them to the DRB for further review and action.

- Prepare staff reports for applications to be reviewed by the Development Review Board (DRB).
- Present projects before the DRB.
- Investigate possible zoning violations and pursue enforcement when necessary.
- Communicate with other municipal staff members regarding permitting issues / timelines.
- Compile a bimonthly Zoning Administrator's Report for the DRB, Planning Commission, Town Select Board, and Village Trustees.

Desired Qualifications, Abilities and Skills:

- Demonstrated experience in land-use-related field with relevant education preferable
- Experience administering Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program
- A current Certification as a Floodplain Manager (CFM) or willingness to become a CFM
- Excellent oral and written communication skills
- Ability to initiate and perform detailed work with minimal supervision
- Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively
- Proficiency with computers, including word processing, database management, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks
- Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable
- Ability to interact effectively with the public
- Ability and willingness to attend evening meetings, particularly DRB meetings
- Familiarity with the Waterbury Zoning Bylaws
- A valid driver's license and reliable vehicle

Contact Information to Apply for Position:

For further information contact Stephen Lotspeich, Community Planner, at 802-244-1012, or e-mail: slotspeich@waterburyvt.com.

This position is open until filled. Please mail letter of interest and resume to:

William Shepeluk
Municipal Manager
Town & Village of Waterbury
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Waterbury, VT 05676
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