

PLANNING AND ZONING ADMINISTRATOR
Town of Springfield, Vermont

Department: Planning/Zoning

Grade: 24 Full-Time

Reports To: Town Manager

Hours: 40 Hrs. Weekly

OBJECTIVE/PURPOSE:

This position oversees the Town's Planning and Zoning Office, helps to prepare planning documents, and is responsible for effective and fair zoning administration. The Planning and Zoning Administrator staffs the Planning Commission to assist with the preparation of Town planning documents and land use ordinances, as well as technical, administrative and regulatory work related to the Town's zoning and development review process and administration of local ordinances. The 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. The Administrator staffs the Downtown Design Review Commission and the Development Review Board.

The Director, as Administrative Officer, exclusive of outside influence, renders decisions in a manner consistent with the Town's land use ordinances (e.g., Zoning, Subdivision and Flood Hazard) and state law. Duties assigned herein are intended to concisely describe the expectations of the Town and the major requirements of state law; additional requirements of state law may also apply. The position also 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 great degree of tactful interpersonal skill and diplomacy along with strong professional and organizational skills and excellent attention to detail.

DUTIES AND RESPONSIBILITIES:

In General:

- As Planning Administrator, this person serves as primary resource for the Planning Commission, drafting and presenting to the Commission needed edits to Zoning, Subdivision and Flood Hazard Ordinances and the Town Plan, The Planning Administrator acts as liaison between the Commission and professionals hired to assist in Zoning and Town plan amendment efforts and advises the Commission on the requirements of State Law and best practices. The Planning Administrator is the clerk to the Planning Commission, prepares meeting agendas, minutes, and posts and publishes agendas, notices and minutes as required by law.
- As Zoning Administrator this person, in the role of Administrative Officer, administers the Zoning and Subdivision Regulations and serves as clerk and staff for the Development Review Board (DRB) and Downtown Design Review Commission (DDRC). The primary duties are to assist applicants through the local permitting process, process applications for

land use permits, flood zone permits, and certificated of occupancy/completion, and to enforce the Regulations. In addition, this person must keep record of all permits and decisions of the DRB and prepare permit compliance reports for title search. As clerk and staff for the DRB, this person processes the applications for hearings, sets the date and legally notices the public hearings, assists in the preparation of the agenda, represents the Town at the hearings, assists in the preparation of the agenda, represents the Town at the hearing, takes minutes, and, if requested, assists in writing the decisions of the Board.

The Administrator will also:

- Provide applicants with forms and information necessary for the Town's permitting process which includes, but is not limited to:
 - Zoning permits, not requiring conditional use, site plan review, flood review, or other public hearing and approval by the Development Review Board (DRB).
 - Conditional Use, Site Plan Review, Boundary Adjustments, Subdivision, Flood Zone Development approved by the DRB and Public Hearing.
- Zoning Permits not requiring DRB approval or following DRB approval and conditioned on compliance with DRB decision: Receive applications for land development permits. Issue/deny permits after a literal interpretation of the Town land use regulations and or the conditions set by DRB in its decision. Review completed projects and issue certification of occupancy/completion. Maintain a spreadsheet or database record of permits, written decisions and certificates of occupancy/completion granted.
- Calculate, collect and document zoning permit fees and impact fees from applicants and transfer payment and documentation to the Town Finance Department.
- Record permits, denials of permits, certificates of occupancy/completion, and any DRB decisions with the Town Clerk for recording in the Springfield Land Records.
- Perform site visits and post notices as required for hearings, permits and applications.
- As necessary, coordinate technical review of zoning permit applications with the Downtown Design Review Commission, Development Review Board and other appropriate town staff.
- Respond to inquiries about Town land use regulations and provide interpretations as necessary.
- Advise applicants about likely state and federal permits/approvals (e.g. VTrans, DEC, Division of Fire Safety, RBES, CBES, PUC, FERC, Army Corps).

- Ensure all completed projects are in compliance with permit conditions and the Town land use regulations.
- Provide the Town Assessor with copies of all permits.
- Investigate complaints of alleged zoning violations.
- Enforce all violations of Town land use regulations either through the Judicial Bureau with Municipal tickets or by Notice of Violation an enforcement through the Environment Court, and in so doing will; issue such notices and take such actions as are required.
- Prepare documentation for appeals of zoning decisions and appear at DRB hearings or court hearings on such appeals as necessary.
- Communicate with the Town Manager about formal notices of violation and possible legal issues.
- Communicate concerns or technical issues with the Town land use regulations with the Planning Commission Chair so that these can be discussed and potentially addressed by the Planning Commission via regulation revisions.
- Periodically file documents and reports such as the Census – 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.
- Schedules, attends and takes minutes at meetings of Downtown Design Committee.
- Participates in continuing review of local Town Plan.
- Administer the e911 addressing program and in that role liaison with the State e911 personnel and maintain and amend as necessary the e911 addressing in the Town of Springfield.
- Administer the Springfield Rental Registry, including annual updates in October each year.
- Coordinate Springfield Land Use Ordinance enforcement with the enforcement of Health Ordinances by the Town Health Officer.
- Administer the Municipal Ticketing for enforcement of Regulations and liaison with the Judicial Bureau.

- In addition to enforcement of Springfield Zoning Regulations, enforce the Ordinances relating to land or building blight.
- Perform other duties as assigned by the Town Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- An in-depth knowledge of the working elements of local government management.
- An in-depth knowledge of the Planning/Zoning Section of the Town Budget and the process for preparation of the same.
- Ability to read and interpret engineering drawings, surveys and building plans.
- In-depth knowledge of Vermont planning and zoning law, and flood hazard/NFIP requirements.
- Ability to develop comprehensive knowledge of Town land use regulations and the town plan.
- Ability to interpret zoning regulations, and explain their meaning concisely with tact and impartiality.
- Knowledge of the e911 system and ability to administer the system for Springfield.
- 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.
- Possession of valid driver's license with clean record to meet travel requirements.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college in Planning, Public Administration or similar program with at least two years-experience in planning or zoning administration, or any combination of education and experience which would directly indicate a proven ability to meet the occupational qualifications of the position.

- Prior Vermont experience in regulation and town plan development, land use development review, land use planning, zoning, or environmental enforcement preferred, and familiarity with and experience in working within the requirements of 24 VSA in general and Chapter 117, in particular, as the statutes apply to municipal government.
- Prior building/construction knowledge or experience preferred.

TOOLS/TECHNOLOGY:

- Proficient with basic computer operation, such as file management and use of the internet.
- Proficient with Microsoft Office computer software including Word and Excel.
- Proficient with email communication, such as email management and attaching files.
- Familiarity with software such as database management and online GIS mapping.
- Ability to operate equipment found in a typical office setting and operate equipment such as computers, copiers, and fax machines.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- This is primarily an office-based position in a municipal office, though regular fieldwork necessary to investigate a complaint, post permit, or assess the level of development is required.
- While performing the duties of this position, 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 50 pounds.

DISCLAIMERS:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY:

The Town of Springfield is an Equal Employment Opportunity employer.

PLANNING & ZONING ADMINISTRATOR
Job Requirements

DESCRIPTION	WEIGHT	TIME
Heavy Lifting Requirements: - When necessary set up tables and chairs for meetings. - Moving and digging in files from storage.	50 Lbs.	Occasionally
Light Lifting Requirements: - Moving small office equipment. - Binders	5 – 10 Lbs.	Routinely
Heavy Workload Examples	Details	Time
Early Spring to Summer	Heavier request for permits	Throughout the workday
Routine Work	Details	Time
Sitting and working a desk	Position involves time spent in a municipal office.	6 – 8 Hours Daily
Sitting and speaking on the phone	Position involves time interacting with municipal management, state and public agencies and the public	6 – 8 Hours Daily
Continuous engaging with the public to meet their needs for planning and zoning.	Position involves serving and guiding the public in ordinance and regulations of the Town	4 - 5 Hours Daily
Standing filing, retrieving binders or going to other inhouse departments	Position occasionally requires filing and general office housekeeping of reports, permits, etc. and interacting with other municipal staff inhouse	1 Hour Daily
Attending evening meetings	Position involves routinely attending Planning Commission, Development Review Board and Downtown Design Commission	4 – 8 Hours Monthly
Attending day meetings.	Position involves occasionally going to the Public Works Facilities, Police and/or the Fire/Ambulance Departments	1 – 2 Hours Weekly