

# **Town of Mendon**

## **Zoning Administrator Job Description**

### **Summary of Duties**

- The Town of Mendon Zoning Administrator (Administrative Officer) performs planning, administrative, professional, regulatory, advisory and technical work related to the Town's development review process under locally adopted regulations and state statutes.

### **Appointment**

- Pursuant to 24 VSA 4448, the Administrative Officer is nominated by the Planning Commission and appointed by the Selectboard for a term of three years and acts as the Zoning Administrator.
- The Administrative Officer is responsible for issuing permits, assisting applicants, conducting enforcement actions, and educating the public about the requirements of town bylaws and state laws relating to land use.
- The Zoning Administrator is accountable to the Selectboard. The Selectboard may remove the Zoning Administrator for cause at any time after consultation with the Planning Commission.

### **Qualifications and Skills**

- This position requires considerable judgement in the literal application, interpretation and enforcement of town ordinances, regulations, bylaws and policies as well as State laws and policies.
- Must demonstrate excellent customer service skills that demonstrate tact, diplomacy, objectiveness and fairness when dealing with all persons in the process.
- The position is required to conduct field visits under various adverse outdoor weather conditions and active construction sites.
- Ability to read and interpret engineered drawings and development proposals.
- Excellent oral and written skills with attention to detail and meticulous filing abilities.
- A valid driver's license is required to perform official town business and to conduct site visits.
- Expected to keep abreast of changing regulations and best practices by attending educational programs when available.
- Bachelor's degree or 3 years experience in municipal government. Experience in zoning matters is a plus.

### **Duties and Responsibilities**

- Provide applicants with forms, information and assistance necessary to apply for town permits, approvals or authorizations as required under town bylaws and ordinances.
- Coordinate the permit process, if required, to obtain Planning Commission, Selectboard (via Road Commissioner) and E911 Coordinator approval or assignments.
- Refer applicants to the Vermont Department of Environmental Conservation Regional Permit Specialist, when appropriate, in order to assure timely action on required state permits.

- Receive and review development proposals for conformity with town bylaws and regulations.
- Receive and review applications for land development and based on site visits and literal application of the regulations, issue or deny zoning permits in conformance with town bylaws and applicable state statutes (24 VSA Chapter 117).
- Provide applicants with information regarding applicable state commercial and residential building energy standards.
- Advise applicants of their right to appeal decisions or determinations of the Zoning Administrator to the Zoning Board of Adjustment.
- Submit for recording notice of permits, violations and permit denials to the Town Clerk.
- Provide the Tax Assessor with a copy of all permits.
- Serve as the custodian of permit records and provide assistance to individuals who are researching the permit history of a property. Records should be maintained in the Zoning Office fireproof file cabinet and/or otherwise recorded in the Town of Mendon land records maintained by the Town Clerk in the vault.
- Investigate complaints of alleged zoning violations and communicate findings with written documentation.
- Enforce all violations of Town ordinances, bylaws, and regulations relating to land use issues, issue notices, and take action as required by Town bylaws.
- Actions requiring the assistance of legal counsel must first be approved by the Selectboard.
- Provide administrative assistance to the Planning Commission including, but not limited to, preparation of packets for meetings, create and post agendas, warnings, notices and minutes. Assist in preparation of written correspondence and issuance of decisions (except appeals of the Zoning Administrators actions) and conducts research as requested by the Planning Commission.
- Review all applications for State land use permits pursuant to Act 250, providing analysis and recommendations to the Planning Commission and Selectboard. May represent the Planning Commission and/or the Selectboard in hearings before the District Environmental Commission and/or State Environmental Board.
- Act as Administrative Officer for the regulation and management of the 100-year floodplain.
- Perform other duties as assigned by the Selectboard.

### **Hours**

- Maintain office hours, take phone calls, hear concerns and complaints. A schedule of set hours are to be maintained during regular business hours in the Town Office. The ZA shall be present during those posted hours. Some hours are required to attend evening meetings and/or hearings.
- 8 hours per week average or 416 per year. Salary range: \$18 - \$25 per hour, dependent upon experience.

(The hours and rate per hour are subject to change with approval by the Selectboard)

Approved: 1/10/22