

**Town of Underhill  
Job Description  
Zoning Administrator**

**General Summary**

The Zoning Administrator is the primary staff person to administer and enforce zoning ordinances. Proactively enforces any violations of the Town of Underhill bylaws; issues notices and takes action as required. The incumbent assists permit applicants in a friendly, open, and courteous manner. Works cooperatively with other Department Heads, Listers, Town Clerk, and Planning Coordinator on issues related to land use and records.

The Zoning Administrator is appointed by the Selectboard, after nomination by the Planning Commission, to a three (3) year term.

**Essential Job Functions**

1. All duties and responsibilities required by 24 VSA Chapter 117.
2. Describe the permit process and pertinent zoning regulations to the applicant and consultants.
3. Advise applicants that it is their responsibility to contact the state agency of natural resources regional permit specialist and any federal programs for which they may need to obtain permits.
4. Help the applicant fill in the application form if requested.
5. Review site plans and consult with developers and appropriate agencies to ensure compliance with Town plan and all other town policies, regulations, or ordinances.
6. Review submitted projects for conformity to zoning regulations and assist applicant in conforming to the regulations.
7. Advise the applicant of their right to appeal denied applications to the Development Review Board and direct the applicant to the Planning Coordinator if waivers, variances, or conditional use permits are required for the project or if the project is otherwise in the jurisdiction of the Development Review Board.
8. Issue a permit sign to be posted on the property for projects that have been approved and observe the required appeal period.
9. If there is no appeal, issue the relevant permit.
10. Provide the Listers' office with a copy of all permits including those exempt from fees.
11. Transmit notice of permit, violations, and denials to the Town Clerk for recording.

12. Check for violations of permit conditions.
13. Inspect the property at its conclusion and issue a Certificate of Occupancy or Compliance as appropriate if the project has been completed according to the approved plan. If the completed project does not conform to the plan, require a new permit at double the required fee.
14. Respond to zoning complaints, conduct investigations, and enforce regulations.
15. Update and maintain complete physical and digital zoning files and data.
16. Keep zoning portion of the town website current, including the Zoning Activities Log.
17. Maintain billing records for zoning according to town fee policies and deliver all received monies to the town Treasurer promptly.
18. Field work will be required
19. Work cooperatively with Planning Coordinator and other Town staff.
20. Other duties as may be required.

### **Knowledge, Skills and Abilities**

1. A thorough knowledge of, or capacity to learn, the most recent town zoning regulations and Vermont regional and state requirements and restrictions, and the ability to explain them clearly.
2. Knowledge of zoning, site plan, and land development regulatory processes is essential, as is the ability to communicate effectively, in both writing and verbally, with staff, boards, committees, and the general public.
3. High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
4. Ability to function independently with minimum supervision in a public service environment.
5. Ability to conduct site review and land use related inspections and document findings.
6. Excellent computer skills, with particular proficiency in Microsoft products, including Windows Word, Excel, PowerPoint.
7. Working knowledge of GIS and experience with Arc Map preferred.

As of 4/29/2016

8. Ability to use geographic data sets to make informed decisions.
9. Strong customer service skills.
10. Valid driver's license.

### **Hours**

The Zoning Administrator is a permanent position approved for 16 hours per week, as approved by the Selectboard. Occasional attendance at evening meetings may be required.

### **Compensation**

The position is paid on an hourly basis and is non-exempt under Fair Labor Standards Act.

### **Education and Training**

Bachelor's degree in public administration or a related field is strongly preferred but candidates will be considered on overall experience, qualifications, education, and training.

At least two (2) years successful experience in land use, zoning, public administration or related fields is preferred.