

**Town of Fletcher**  
33 Shaw Road  
Cambridge, VT 05444  
(802) 849-6616

## Zoning Administrator Job Description

### **Appointment:**

The Planning Commission (PC) nominates, and the Select Board (SB) appoints, the Zoning Administrator (ZA) for a term of three years. The SB, after consultation with the PC, may reappoint the ZA for one or more additional terms until resignation.

### **Compensation/Hours:**

Paid by the hour with mileage.

The ZA position is part time, with hours on Monday evening 6:00pm to 8:00pm, Wednesday morning 10:00am to 12:00pm, and as needed.

### **Nature and Scope of Position:**

The ZA is the principal staff person responsible for enforcing the Fletcher Development Regulations and is the first line of contact for all building and subdivision permit applications. The ZA assists applicants, issues permits, conducts enforcement actions, educates the public about the requirements of the Development Regulations and assist the Fletcher Development Review Board (DRB) and Fletcher Planning Commission (PC) as needed. The ZA performs administrative, professional, regulatory, and technical work related to the town's development review process and local and state regulations. The ZA shall administer the Development Regulations literally and shall not have the power to permit any land development that is not in conformance with the Development Regulations.

The position requires considerable judgement and tact in literal administration and enforcement of the Development Regulations and relevant State Statutes.

### **Duties and Responsibilities Include:**

1. Processing zoning and subdivision permit applications in accordance with the Development Regulations and 24 V.S.A. Chapter 117, including:
  - a. Issuing permits or referring applications to the DRB where appropriate; and
  - b. Providing and posting notices and forms as required.
2. Assisting applicants and members of the public with land use inquiries, including:
  - a. Providing required forms and information about local permitting requirements.
  - b. Referring inquiries about State permits to the Agency of Natural Resources Permit Specialist as appropriate.
3. Enforcing violations of the Development Regulations including issuance of notices of violation and working with landowners and others to obtain compliance with the Development Regulations. The SB views the position of ZA as one that proactively and collaboratively works with applicants to prevent zoning violations wherever possible.
4. Communicate regularly with the PC to help identify ambiguous or conflicting language, inconsistencies, or other policy issues, with the Development Regulations and/or the Fletcher Town Plan, and provide suggested revisions.
5. Communicate with the E-911 Coordinator as needed when there are new building permits issued requiring a 911 address.

6. Assist the PC in the design of zoning permit applications.
7. Maintain records of zoning applications and permits, provide a copy of approved permits for building and subdivisions to Fletcher Listers, and prepare an annual report summarizing zoning activities for the PC and the Fletcher Annual Town Report.

**Expectations and Required Skills Include:**

1. Excellent customer service skills that demonstrate tact, diplomacy, objectiveness, and fairness when dealing with all persons in the process.
2. Respond to all phone calls, correspondence, and applications in a timely manner.
3. Have good problem-solving skills and a willingness to help applicants through the permitting process within the framework of the State and Town regulatory guidelines.
4. Keep current with the latest version of the Development Regulations, relevant municipal ordinances and policies, and other zoning and land use regulations, rules, and procedures.
5. Have a basic knowledge of the Fletcher Town Plan, the Vermont Planning and Development Act, 24 V.S.A. Chapter 117, and other statutes and regulations related to land use and development.
6. Understand the role and authority of the DRB, the PC, the Town Clerk, the Listers, and the SB.
7. Be able to read and generally interpret general drawings, maps, and development proposals.
8. Excellent oral and written communication skills along with detailed record-keeping and organizational skills.
9. Need flexibility of time to provide optimal customer service to applicants.
10. Ability to operate equipment found in a typical office setting such as computers, copiers, telephone/voice mail, etc.
11. Basic ability to use software applications such as MS Word, Excel, and email.
12. Available to attend site visits and evening meetings as necessary.
13. Willingness and ability to participate in relevant educational seminars and Vermont ZA Listserv to keep abreast of current ZA issues.
14. Have reliable transportation.

**Education, Training, and Experience:**

Prior experience as a Zoning Administrator or other work in land use planning preferred.