

## **Town Of Wilmington Job Description**

Position Title:           **Zoning Administrator/Health Officer**  
Position Status:       Regular Full Time, Salaried  
Exempt/Non-Exempt: Exempt  
Expected Hours:       40 per week  
Reports To:            Town Manager

### **Primary Function:**

The primary staff person to administer, implement and enforce zoning and sign ordinances. Protects the town against violations of town or state zoning laws, ordinances, and regulations by strict interpretation of same, while in the most customer-friendly and helpful manner possible. Assists permit applicants to achieve their project goals. Also, as acting health officer; interpret, administer, and direct the enforcement of town and state health and sanitation ordinances and/or bylaws.

### **Customary Responsibilities:**

#### **Zoning Applications:**

- Daily response to permit application requests in the form of answering questions and explaining required form information.
- Review all permit applications for completeness and accuracy. Identify additional required application information and direct applicant as to where such information can be obtained.
- Advise to applicants, the most cost-effective and time-expedient options in meeting zoning regulations. Refer to ordinance.
- Seek, when necessary, legal advice regarding permit applications or violations. Identify ways to reduce legal costs to town.
- Research interaction between state and town permit requirements for permit applications and review with applicant.
- Determine, with the use of town zoning ordinance and professional judgment, whether to issue permit or forward request to Developmental Review Board (DRB) for determination.
- Look for ways to make construction requests permissible.
- Research permit files for pertinent information regarding new zoning permit requests.
- Create and maintain a document control system for all zoning, signs, design control, Bianchi, zoning violations, and all required permits and procedures. Meet applicable state statutes in a timely manner.
- Conduct site visits to check zoning ordinance compliance.
- Document reasons for permit denial and/or referral to DRB.
- Cite property owners for zoning violations and follow up until violation is resolved.
- Coordinate the work of the Planning Commission; including but not limited to: providing technical/statutory/research assistance, communicating to town manager information to be shared with Selectboard and Planning Commission, and assisting with timeline development for zoning amendments and rewrites.
- Provide administrative assistance to the DRB including but not limited to assisting applicants with application preparation, posting Notice of Hearings in local media, processing FINDINGS, tracking appeal period, issuing DRB approved permits, tracking and ensuring conditions compliance.
- Provide town and environmental court with all necessary information when applicant has appealed to court. Monitor appeal's requirements to ensure town compliance.
- Take photographs, using a digital camera, of various zoning and sign issues. Label and properly store photos.
- Meet with permit applicants on their site to assist in determining compliance options.

#### **Sign Applications:**

- Perform essentially all the same responsibilities identified under zoning applications.

### **Occasional Responsibilities:**

- Create and update forms and information sheets.
- Keep up to date on changes in state zoning laws, regulations, and rules.
- Analyze ways to make zoning process most user-friendly within bounds of zoning ordinance and state law.
- Meet with groups and individuals to hear concerns about zoning process. Respond to concerns either by explaining need for current method or looking for alternative approaches.
- Review driveway permit applications to assess and advise regarding possible zoning ordinance implications.
- Assist Selectboard and Planning Commission in preparation for public hearings.
- Other duties as assigned by town manager.

### **Supervisory Responsibility:**

- None

### **Job Requirements/Qualifications:**

- At least three (3) years experience in zoning administration or equivalent combination of experience and education in related field; demonstrated working knowledge of the theory and practices of zoning and town planning and of current-related Vermont Statutes.
- Must be able to use a personal computer and know or easily learn basic software.
- Must be able to take usable, focused, and detailed photos with a digital camera.
- Must be able to accurately read a tape measure and ruler.
- Must have the skills and ability to research sufficiently to find detailed information.
- Must have excellent organizational skills including record keeping.
- Must be able to communicate in a manner that is friendly, open, and courteous.
- Must have excellent communication, listening, and speaking skills at a level where those unfamiliar with zoning will comprehend difficult and complex issues.
- Must have the ability to set and modify priorities in order to meet the town needs, governmental regulations/laws, and requirements of job/customers.
- Must be able to effectively interact in all situations.
- Must be team-oriented and have a commitment to provide customer satisfaction to all.
- Must, with reasonable accommodations, be able to meet the physical demands inherent in this job description.
- Must be willing to assertively resolve conflicts, inter-personal or work-related, when such conflict hinders job performance.
- Must be able to identify and be willing to communicate unsafe work situations to town manager.
- Must be able to complete, accurately and timely, all identified paperwork and forms.
- Must be willing to participate in improving work product and process/procedures.
- Must have a valid driver's license.
- Must be able to identify and be willing to put town's and other departments needs ahead of own in appropriate situations - understand how job's functions interact with and impact other departments and act accordingly.
- Must be self-motivated and look for innovative ways to meet needs of the town, DRB, Planning Commission, and other requirements of job.
- Must be able to work well and effectively with elected and appointed officials.

### **Special Job Conditions:**

- Must be able to work long hours or evenings on occasion.
- Must be able to sit for prolonged periods of time working at computer screen.
- Must be able to visit and inspect building sites and residential homes.