

Town of Weathersfield, Vermont
Land Use Administrator
Job Description

Summary of Duties

- The Weathersfield Land Use Administrator (“Administrative Officer”) performs planning, administrative, professional, regulatory, and technical work related to the Town’s development review process.

Appointment and Specific Duties

- Pursuant to 24 VSA 4448, the Administrative Officer is nominated by the Planning Commission and appointed by the Select Board 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 works under the general supervision of the Town Manager and is ultimately accountable to the Select Board. The Select Board may remove the Zoning Administrator for cause at any time after consultation with the Planning Commission and affording the Zoning Administrator a public hearing, pursuant to 24 VSA.
- Acts as Deputy Health Officer, pursuant to 18 VSA Chapter 11. The Deputy Health Officer is nominated by the Select Board and appointed by the Vermont Commissioner of Health. The Deputy Health Officer may be removed at any time for cause.
- Acts as Town Planner in conjunction with the Planning Commission.
- This position requires considerable judgment in the literal application, interpretation, and enforcement of Town ordinances, regulations, bylaws, and policies, as well as State laws and policies.

Examples of Work:

- Assists the Planning Commission and the Select Board in the development and implementation of changes to the Municipal Development Plan and other plans.
- Assists in the drafting and adoption of revisions to the Zoning Bylaws, Subdivision Regulations, Flood Hazard Regulations, Highway Regulations, official Town Highway Map, and other documents.
- Reviews development proposals for conformity with town bylaws and regulations.

- Issues permits for land development and certificates of occupancy after a review of the town bylaws.
- Provides applicants with forms and information necessary to apply for Town permits or authorizations as required by town bylaws and/or state law.
- Coordinates the local development review process.
- Advises applicants to contact the regional permit specialist at the Vermont Department of Environmental Conservation regarding State permits.
- Records notice of permits, violations, and permit denials with the Town Clerk.
- Provides the Board of Listers with a copy of all permits.
- Serves as the custodian of permit records and provides assistance to individuals who are researching the permit history of a property.
- Investigates complaints of alleged zoning violations.
- Enforces all violations of Town ordinances, bylaws, and regulations relating to land use issues; issues notices and takes action as required by Town bylaws.
- Actions requiring the assistance of legal counsel must first be approved by the Town Manager.
- Provides administrative assistance to the Planning Commission and Zoning Board of Adjustment, including but not limited to: preparation of packets for meetings, assistance in preparation of written correspondence and issuance of decisions (so long as they are not appeals of the Zoning Administrator's actions), and conducts research as requested by the boards.
- Reviews all applications for State land use permits pursuant to Act 250, providing analysis and recommendations to the Planning Commission and Select Board. May represent the Planning Commission and/or Select Board in hearings before the District Environmental Commission and/or State Environmental Board.
- Performs other duties as assigned by the Town Manager.

Environmental Factors

- The ability to work in a fast paced environment, while being able to maintain a professional and courteous attitude.
- The employee must occasionally lift and or move up to twenty-five (25) pounds. The employee may occasionally be required to perform moderate physical effort.

- The employee is required to conduct field visits under various adverse outdoor weather conditions.

Type of Appointment

- The Administrative Officer position is a permanent, part-time, hourly position, working a total of 24 hours per week. Hours will include considerable evening work to staff board meetings.

Education, Experience, and Training Preferences

- Excellent oral and written skills.
- Ability to use tact and diplomacy when dealing with the general public and the development community.
- Knowledge of the principals of local zoning and land use regulations, ordinances, rules, and best practices.
- Ability to interpret and enforce ordinances and regulations.
- Knowledge of principles and techniques of local planning.
- Ability to read and interpret engineering drawings and development proposals.
- Bachelor's degree in relevant field or 5 years prior experience in the application and enforcement of local land use regulations.
- Prior experience in municipal government.
- Experience with natural resource planning and/or zoning.
- Experience with the preparation of grant applications and administration of grant projects.
- A valid driver's license and a personal vehicle to use when performing town-related business is required.