

***Town of Fairfield
Zoning Administrator
Job Description***

Summary:

The Zoning Administrator administers and enforces the Fairfield Subdivision and Zoning Bylaws/Land Use and Development Regulations. The position includes administrative tasks such as organizing Planning Commission (PC) and Zoning Board of Adjustment (ZBA) meetings. Assisting applicants with filling permit applications, notifying abutters of permits. Recording permits and maintaining parcel information. Communicating with other local boards, elected officials, residents and property owners as well as consultants and other state agencies. The job requires the ability to maintain integrity, communication and information management skills.

Duties and Responsibilities

- The Zoning Administrator shall administer and enforce the zoning regulations literally and shall not have the power to permit any land development, which is not in conformance with them.
- The Zoning Administrator may make reasonable site inspections as they deem necessary to determine compliance.
- Clerical duties that include - maintain a full and accurate record, available to the public, of all applications and fees received, permits issued and denied, and violations reported.
- Schedule office appointments for applicants and consultants. As well as site visits as needed with the applicants or consultants.
- Organize evening meetings of the PC and ZBA, including creating the public notices, warning the notices to two media outlets; County Courier, Saint Albans Messenger and posting notices at the Town Office and in at least 2 physical locations around town, including the Town Office. Physical locations can include Chester's Bakery, Fairfield Post Office, East Fairfield Post Office, Stones of East Fairfield, Fairfield Community Center, Bent Northrop Memorial Library, etc.
- Provide professional staff support to the PC/ZBA, attend all meetings of these boards and present reports, answer questions as needed.
- Implement proactive enforcement and maintain records of enforcements.
- Assign and maintain E9-1-1 addresses within the Town of Fairfield.
- Attend informational trainings relevant to performing job duties of ZA.
- Maintain regular office hours during business days and communicate with Town Clerk's Office.

Job Functions

- Develop and maintain working knowledge of the Fairfield Land Use and Development Regulations, Fairfield Town Plan, Vermont Planning and Development Act (24 V.S.A Chapter 117), Vermont Open Meeting Law(1 V.S.A §§4448, 4449) Flood Hazard Area Regulations, River Corridor, Shoreland Permitting Act, Wetland Regulations and ACT 250 as well as ACT 248.
- Serve as the primary contact for all permit applications and information requests.

- Undertake required ZA duties as specified under 24 V.S.A §§4448, 4449 and as described in the *Zoning Administrators Handbook*.
- Help applicants, interested persons and the general public understand and navigate local permitting process. Provide up to date information regarding State permits and how to acquire them.
- Review all applications for completeness and assist applicants in completing permits.
- Act on complete applications, including zoning certificates, in a timely manner as required by statute.
- Coordinate the review of applications before the ZBA/PC. Prepare hearing schedules and required hearing notices and agendas. Issue such notices.
- Prepare written summaries of applications for review as well as written decisions of said applications such as notice of decisions, participant lists, exhibits lists.
- Draft ZBA correspondence to the applicants for review and signature of the ZBA Chair. Including findings of facts, conclusions of law, conditions of approval. Prepare final decisions for the signature of the Chair and mailing within 45 days of the date of hearing adjournment, as required per statute.
- Attend all hearings of ZBA/PC for review and consideration of application requests, participate as technical support to the ZBA/PC.
- Maintain town permit files and data. Report approved permits to listers office within 3 days of approval. Record permit approval in Town Land Records, post approved permit on bulletin board, record ZA copy into parcel folder for parcel history.
- Investigate possible zoning violations: pursue enforcement as warranted including issuance of notice of violations.
- Prepare Zoning Administrators report for annual Town Report.
- Update application forms and checklists in consultation with the ZBA/PC.
- Maintain a list of recommended and statutory revisions to the Town Plan and/or Development regulations.
- E911 coordinator role is incorporated into the ZA role. This includes maintaining and assigning new 911 addresses. Reporting new and adjusted addresses to the Town offices, appropriate postal carrier, E911 reporting staff.
- Assigning addresses can be done in one of two ways, physically by measuring the distance between the closest established driveway and the new drive, or remotely via satellite imaging, measuring the distance between drives. While both have room for error the results are most always the same.
- Review and correct annual E911 addressing audit, report back findings and corrections to E911 within the allotted time (which is assigned on the maps when issued to towns)
- Keep accurate records of mileage accrued during site visits and report to the Selectboard for reimbursement.
- Maintain communications with the Town Road Crew and Fire Department regarding driveway installation and inspections.
- Other regulatory duties as may be required and budget permits.

Required Skill, Knowledge and Abilities

- Vermont Planning and Development Act (24 V.S.A Chapter 117), Vermont Open Meeting Law(1 V.S.A §§4448, 4449) Flood Hazard Area Regulations, River Corridor,

Shoreland Permitting Act, Wetland Regulations and ACT 250 or other relevant planning and development regulations within the State of Vermont.

- Prior experience with municipal operations and functions.
- Familiarity with Geographic Information Systems (GIS), such as ArcGIS or Google Earth.
- Working familiarity with office software, including Word, Excel and Outlook.
- Ability to work independently or as part of a team. Be able to accept constructive criticism.
- Ability to provide excellent customer service, inspire confidence from the public. Establish and maintain effective working relationships, within the municipal offices and with community members.
- Ability to perform background research on work related topics and present with effective written and oral communication skills.
- Ability to prioritize and maintain flexibility while completing ZA duties effectively.

Qualifications

- Relevant work experience or bachelor's degree in a related field.
- Preferred general working knowledge of municipal land use planning, zoning and land use law, and development practices.
- Ability to read and interpret regulations, site plans, subdivision plats, mapped information, engineering drawings and specifications.
- Excellent written and oral communication skills.
- Ability to work with a variety of people, under sometimes difficult circumstances, with poise and professional composure.
- Must be self-directed, with the ability to meet deadlines, pay close attention to detail and have flexibility to attend to applicants when they appear for information.
- Must have relevant experience with office software, GIS software and effective at researching information and utilizing resources available.

Terms of Employment:

- Nominated by the Planning Commission and appointed by the Board of Selectman.
- Compensation to the Zoning Administrator shall be paid out of the general fund in an amount and schedule established by the Board of Selectmen.
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