

TOWN OF WESTMORELAND, NEW HAMPSHIRE

JOB DESCRIPTION

ZONING ADMINISTRATOR

GENERAL SUMMARY:

1. The Zoning Administrator is appointed annually by the Board of Selectmen (Ordinances of the Town of Westmoreland, Article III, Section 302).
2. This position is responsible for the interpretation and administration of the Westmoreland Ordinances and the issuance of zoning permits based on the Ordinances.
3. Work is performed with considerable independent judgment and discretion in the interpretation, application and enforcement of laws, rules, regulations and ordinances.

ACCOUNTABILITY: Reports to Board of Selectmen

KNOWLEDGE OF:

1. Town policies and procedures, ordinances and state and federal statutes.
2. Zoning ordinances, site plan regulations, land use regulations, subdivision regulations and appropriate state regulations relating to planning and zoning activities.
3. Town geography, streets and zoned areas.

ABILITY TO:

1. Read and understand development plans, maps, charts and surveys.
2. Investigate code violations.
3. Analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
4. Read and understand architectural and construction plans and tax maps.
5. Explain, instruct and advise the general public, employees and town officials regarding regulations and ordinances.
6. Maintain accurate records and files.
7. Negotiate and resolve disputes effectively.
8. Communicate effectively, both verbally and in writing.
9. Exercise sound and mature judgment and discretion.
10. Handle stressful situations and deal effectively with difficult or angry people.
11. Demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
12. Establish and maintain effective working relationships with employees, town officials, property owners, contractors, realtors, the business community, the general public, regional, state and federal officials.

DUTIES AND RESPONSIBILITIES:

(See also Town of Westmoreland Building Ordinances below – Article III, Section 302)

1. Maintain current knowledge of applicable Town and State codes, ordinances and regulations.
2. Issue zoning permits, referring the applicant to the appropriate next step in the town’s permitting process.
3. Investigate all applicable land use regulation and ordinance violations.
4. Request the Board of Selectmen to issue violation notices, cease & desist or corrective orders where non-compliance is discovered.
5. Maintain log of inspections, complaints and enforcement requests to Board of Selectmen.
6. Provide technical and administrative support to the planning board and the zoning board of adjustment relative to appeals of code interpretations and rulings.
7. Meet with owners, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations to secure code compliance.
8. Consult with town attorney and various state agencies as necessary.
9. Perform other related duties as required.

From Westmoreland Building Ordinances

ARTICLE III
SECTION 302
ZONING ADMINISTRATOR

The administrative and enforcement officer for this Ordinance shall be known as the Zoning Administrator who shall be hired or appointed by the Board of Selectmen. The Zoning Administrator shall administer the Zoning Ordinance literally and shall not have the power to permit any use of land or buildings, which is not in conformance with this Ordinance.

Ordinances of the Town of Westmoreland – Revision Date 2017