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TOWN OF Concord
PLANNING AND ZONING ADMINISTRATOR

DESCRIPTION OF WORK

This is a professional position with a high degree of independence and responsibility for assuring compliance with the Town of Concord Zoning Bylaws, Vermont Municipal and Regional Planning and Development Act and related provisions. The position involves considerable interaction with the public, as well as research, analysis, and review of zoning, subdivision, and applications; preparation of findings and decisions; data base data entry; inspection of properties; enforcement of the regulations; and providing information to individuals, local officials, and others.

In an effort to provide a high level of service to applicants and to the volunteer members of the Planning & Zoning Board, the PZA is expected to be knowledgeable about all aspects of the local development review process, including familiarity with the regulatory and review procedures of state agencies that may also have jurisdiction.

The PZA also serves as the Town of Concord's E-911 Coordinator. This involves implementing the Concord Street Naming and Addressing Ordinance and assigning addresses to new development or other locations where an address is requested or required.

SUPERVISION RECEIVED

In accordance with 24 VSA 4448(a), the Planning and Zoning Administrator (PZA) is appointed by the Selectboard for a term of three years. Though appointed and supervised by the Selectboard, the PZA works closely with the Planning & Zoning Board and is subject to the benefits and parameters provided in the Town of Concord personnel policies. The PZA may be reappointed indefinitely.

Work performed under the general direction of the Planning & Zoning Chairperson.

JOB DUTIES

- Consistent application and enforcement of all rules and regulations pertaining to the Zoning Bylaws. This requires a full knowledge and understanding of the Concord Bylaws, and the Town of Concord Municipal Plan, knowledge of pertinent State Statutes such as Title 24 and practices that influence zoning.
- Meet with applicants and prospective applicants, either independently or as part of a team, to discuss the details of their proposals, and provide guidance as warranted with respect to a project's conformance with Concord's Zoning Bylaws and Vermont Municipal Regional Planning and Development Act.

- Issue permits within the statutorily prescribed time of an application for proposed uses or structures or changes in use if such use or structure is in strict conformity with the local ordinance.
- Oversee the intake process, the issuance of certificates of compliance, fee collection, and statutory posting and notice requirements.
- Conduct or oversee inspections of buildings and uses of land or structures to determine compliance with the terms of the zoning regulations and any representations of previously issued zoning permits.
- Oversee the maintenance of the database of zoning permit activity and preparation of monthly reports to the Planning and Zoning Board.
- Issue notices of violation and orders of compliance and institute appropriate proceedings for enforcement of the provisions of the zoning ordinance where a violation persists.
- Recommend legal proceedings as appropriate to the Selectboard.
- Responds to citizen's requests for public information (i.e. meeting agendas & minutes) and notifies Chairperson of such requests.
- Processes public record requests (i.e. copies of documentation, etc.) by requiring request be in writing, reviewed by Chairperson, and responded to within 5 business days.
- Maintain records of development in the flood plain. Serve as a liaison with the FEMA staff and process for any changes in the maps and regulations required for compliance.
- Investigate citizen complaints to determine if violations exist; maintain appropriate records of such investigations; and follow-up as necessary to ensure compliance.
- Participate in training opportunities to refresh existing knowledge and remain abreast of new regulations, statutory changes, and case law that effect the interpretation, administration, and enforcement of the development review process.
- Assist in planning activities, such as in providing permit activity data and analyses; assisting in the bylaw revision process; providing feedback on recommended bylaw amendments; research; grant applications and administration; or other activities.
- Issue new or adjust existing addresses as appropriate and in accordance with the provisions of the Concord Naming and Addressing Ordinance and the Vermont E-911 Board.

SKILLS

The PZA must be comfortable working with and on behalf of the public and be able to work effectively with a wide variety of people on sensitive or controversial issues. The PZA must be able to communicate clearly verbally and in writing. The PZA will also be responsible for addressing planning issues such as bylaw amendments, and work with the public and boards on this process.

Excellent oral and written communications skills including accurately recording information in precise, written form; highly skilled in computer operations using all Microsoft Office applications;

skill in operating office equipment including copiers, scanners and fax machines ; skill in technical writing and copy editing; excellent organizational, document management and record keeping skills.

MINIMUM ABILITIES

- Understanding of the principles and practices of rural planning, zoning, floodplain management.
- Knowledge of zoning, subdivision, site plan, and land development regulatory processes is essential, as is the ability to communicate effectively, both written and verbal, with staff, boards, committees, and the general public.
- High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
- Ability to conduct site review and land use related inspections and document findings.
- Excellent computer skills, with particular proficiency in Windows Word, Excel, PowerPoint.
- Working knowledge of GIS for planning and experience with Arc Map preferred.
- Ability to use geographic data sets to make informed decisions.
- Strong customer service orientation.
- Valid driver's license with good driving record to meet travel requirements. Position requires significant driving within the town to perform enforcement and other site activities, regionally to attend meetings, and statewide to attend meetings and training.
- Willingness to continually maintain and update competencies through training.