

JOB DESCRIPTION

Assistant Zoning Administrator/ DRB Hearing Coordinator

The Town of Middlebury is accepting applications for a full-time Assistant Zoning Administrator/DRB Coordinator to fill an important role in the Department of Planning & Zoning.

This position reports to the Zoning Administrator (Director of Planning & Zoning). This person will assist the Zoning Administrator in the day-to-day operations of the local permitting and DRB review process, including assisting customers, responding to zoning inquiries, taking in development applications and scheduling/warning hearings. The Assistant ZA/DRB Hearing Coordinator drafts staff memos and decisions for development applications. Candidates must possess proficient writing, organizational, research and logical reasoning skills. Must also possess the interpersonal and communication skills needed to foster effective, cooperative working relationships with Town Staff, property owners, the development community and citizens at large.

This is a great opportunity to gain valuable career experience in municipal planning/land use law. We offer a friendly, dynamic work environment focusing on customer service, and an excellent benefits package. The Middlebury Planning Department is located in a beautiful facility in the heart of Downtown Middlebury.

The ideal candidate will possess the following:

- Specific education and work experience in the fields of municipal planning and zoning administration, and familiarity, or the ability to quickly become familiar, with Vermont's State statutes (primarily VSA 24 Chapter 117) and local regulations around land use planning, regulatory principles, techniques, and best practices.
- Willingness and aptitude to learn along with strong interpersonal skills and verbal and written communication skills.
- A belief in the importance of zoning and land use regulations as a means of protecting the rights of property owners and as a tool for creating stronger communities.
- A commitment to administering the zoning ordinance fairly and equitably, offering assistance to customers in an unbiased manner.
- Ability to meet deadlines, manage multiple priorities, and identify and resolve problems are required qualifications for success.
- Ability to perform detailed research in order to collect accurate information for rendering fair, consistent interpretations of the regulations.
- Skills for communicating the permitting process to a variety of customers with different levels of understanding.
- Ability to remain calm under pressure and maintain a positive attitude toward the public.
- Ability to create clear and accurate reports and correspondence.
- Attention to detail and excellent organizational skills.
- Occasional night meetings (2-3/mo.) will be required.

Minimum Qualifications:

- 1+ years of related experience preferred.
- Bachelor's degree or higher in planning or a related field (e.g. law, environmental science, education, public policy, social sciences).

- Proficiency in Microsoft Office Suite, ArcGIS skills a plus.

The Town of Middlebury offers a competitive salary commensurate with experience and an excellent benefits package. Prospective candidates should send a letter of interest with salary expectations, resume, and three (3) professional references to Town of Middlebury, c/o Jennifer Murray, Director of Planning & Zoning, 77 Main Street, Middlebury VT 05753 or email those items to jmurray@townofmiddlebury.org. Position open until filled.

Compensation- \$55,000-60,000 FTE

A full job description is available on the Town's website townofmiddlebury.org under Government > Employment Opportunities. The Town of Middlebury is an Equal Opportunity Employer.

Qualified applicants should send a resume and cover letter to

jmurray@townofmiddlebury.org

Position open until filled.

**Town of Middlebury
Job Description**

Title: Assistant Zoning Administrator & DRB Coordinator

Department: Planning & Zoning

Reports to: Director of Planning & Zoning

Date Prepared: March 29, 2024

Approvals:

Town Manager

Date

Director of Planning & Zoning

Date

Overview:

This position is responsible for DRB and zoning operations as directed by the Zoning Administrator.

- Under the general supervision of the Director of Planning & Zoning (Zoning Administrator/ZA), the Assistant Zoning Administrator & DRB Coordinator is responsible for administering the Town’s development review process in accordance with the Middlebury Zoning & Subdivision Regulations and relevant State statutes, the issuance and tracking of zoning permits, and assisting with enforcement of the zoning regulations provided in the Middlebury Zoning & Subdivision Regulations. In addition, the candidate will be responsible for coordinating addresses within the Town of Middlebury with the State of Vermont and landowners. Work is performed under the general direction of the Planning Director and may be reviewed upon completion to ensure conformance with departmental rules and regulations.

Duties and Responsibilities:

- Attends Development Review Board meetings, as many as two evenings per month.
- Advises landowners and applicants on municipal land use regulations and permit application processes; reviews zoning permit applications for approval; issues, distributes and posts zoning permits; maintains permit records; tracks records in Access database.
- Performs duties as clerk of the DRB, including scheduling, agenda preparation and recording minutes. Takes the primary responsibility for warning hearings according to the rules and timelines in State Statute, and maintaining systems for documenting and tracking that these standards were met. Maintains the record and filings for the DRB.
- Assists and advises landowners, business owners, consultants, members of the public etc. on the process for obtaining a zoning permit. Prepares basic maps and provides information on zoning

requirements and answers overall process questions, providing referrals to outside agencies as needed. Responsible for maintaining timelines and records for timely issuance of permits.

- Assists and advises applicants in preparation for hearings before the Development Review Board; reviews applications for completeness and conformance with the regulations; requests missing information and collects input from relevant department heads.
- Supports the Development Review Board in meeting all statutory requirements for public participation, decision deadlines and managing appeals processes.
- Drafts staff memos briefing the DRB on the key points of each hearing application, makes changes after review by the Planning Director and distributes to DRB members.
- Drafts hearing decisions after each hearing for review by the Planning Director and distribution/filing according to State Law. Issues decisions on land use development applications, including but not limited to new construction, changes to site plans, additions to buildings, changes of use, subdivision of land, and boundary line adjustments;
- Prepares and coordinates meetings of the Design Advisory Committee;
- Maintains specialized knowledge needed for administering floodplain regulations and receives training on the same when those opportunities are offered.
- Attends regular trainings and professional development opportunities.
- Performs other duties as assigned by the Planning Director

Permits & Zoning Enforcement:

- At the request of the Planning Director, assist in the zoning compliance process, which includes zoning enforcement, issuing zoning violations, responding to requests by the public, etc.; and
- Perform site visits as requested during the permitting and/or enforcement processes. Makes appointments and performs inspection of completed construction for conformance with the permit requirements, and issues Certificates of Occupancy (CO).
- Performs research of land records and issues Certificates of Compliance (CC), as needed.

E-911 Coordinator:

- Serve as the liaison for the State's E-911 Staff and related entities and the Town of Middlebury;
- Assist property owners with requested address changes;
- Identify need for new road names and prepare summary of additions or changes for the Selectboard;
- Identify new addresses that are created during the development process;
- Coordinate with the Assessor when assigning new addresses;
- Research and resolve issues relating to inconsistent addressing issues (research includes reviewing assessor's records, GIS, land records, USPS, E-911, etc.);

- Identify properties in need of addresses and properties requiring change of address to meet E-911 stands; and
- Communicate to stakeholders and keep clear records of changes made.

Other Duties:

- Assist with Planning Dept document and map organization, archiving and scanning;
- Assist as needed in the clarification and streamlining of the development review process;
- Assist in the production of public information such as brochures, website pages and press releases;
- May be required to assist the health officer
- Assist the Department Manager in conducting planning-related research;
- Maintain accurate data and records in support of the duties outlined herein;
- Perform other departmental duties as required.

Knowledge, Skills and Abilities Required –

- Knowledge of Vermont land use principles, techniques, best practices and laws. Familiarity with 24 VSA Chapter 117.
- Skill in the use of MS Office Suite and other job-related software, including geographic information systems (GIS) software.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and concise reports. Ability to refer to previous projects and incorporate edits to improve our written templates over time.
- Ability to balance multiple priorities and complete both long-term and short-term tasks with the interruption of customer visits.
- Proven ability to be organized, detail-oriented and accurate.
- Demonstrated ability to establish and maintain effective working relationships with coworkers, the general public and consultants/contractors. Ability to collaboratively discuss solutions and analyze complicated zoning language, combined with willingness to occasionally defer to the judgement of Planning Director.

Minimum Qualifications:

- Bachelor's degree or equivalent education and work experience in a land-use related field is required, e.g. planning, landscape architecture, natural resource management, law, or a related field.

Experience:

- Preferred two (2) years of experience in municipal planning, development review and/or zoning administration.

- Preferred demonstration of experience in administering Flood Hazard Regulations and the familiarity with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program.

Other:

- A desire to work as part of a team to initiate and perform detailed work with appropriate supervision;
- Ability to interact courteously, clearly and in a timely manner with the public;
- General familiarity with zoning and subdivision bylaws and flood hazard area regulations.
- The ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively;
- Ability to read plans and drawings;
- 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 issues;
- Must demonstrate outstanding judgment;
- Must have good written and verbal skills and be highly organized;
- Must be proficient in Microsoft Word, Excel, PowerPoint, Access and Adobe Pro; and preferably familiar with ArcGIS; and
- Must be able to attend evening meetings, particularly Development Review Board meetings.

Working Environment and Physical Activities:

- The work is typically performed while stationary at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- Work is typically performed in an office and occasionally outdoors in cold or inclement weather.

Disclaimer

The information provided in this job description is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.