

MARLBORO VERMONT ZONING ADMINISTRATOR:
JOB DESCRIPTION

The Marlboro, Vermont Zoning Administrator assists the public with requests for building and development permits within the town. Working with the Development Review Board, the Planning Commission, the Select Board and other town commissions and committees help manage development in the town according to established Zoning Regulations and Bylaws. Specific duties are outlined below.

The best candidates will be highly detail oriented, be able to handle multiple projects at the same time, meet deadlines, be clear and concise in their communications with all parties, have a willingness and ability to work with the public in a courteous and helpful manner, and convey potentially involved and complicated situations in an understandable & sympathetic way.

Parttime – Approximately 20 hours per week.

Please provide Cover Letter, Resume, Salary Requirements and Professional References by email to TOWNADMIN@MarlboroVT.us or via USPS at Town Administrator, Town Of Marlboro, PO Box 518, 510 South Road, Marlboro, Vermont, 05344.

DUTIES:

1. Enforce and administer the Marlboro Vermont Zoning Regulations and By-Laws.
2. Assist the public with completing permit applications and with understanding the requirements of the Marlboro Zoning Regulations. When appropriate to seek the input of the Planning Commission and/or Development Review Board for clarification.
3. Process permit applications and requests for information in a timely manner consistent with the requirements of the Zoning Regulations and Bylaws.
4. A friendly, courteous, and professional demeanor is required.
5. Review comprehensive project description and details (maps, plans, approvals, etc.) per application specifications.

6. Review applications for conformance with requirements of the Zoning Regulations, other applicable regulations, policies in effect, and the Municipal (Town) Plan. Discuss any issues with applicant and make any alterations to conform to the Regulations, policies, Town Plan, etc. that may be necessary.
7. If necessary, prior to submission of the application to the Development Review Board, review permit(s) request(s) with the applicant to ensure request meets applicant's needs.
8. Should the permit request require DRB decision, the Zoning Administrator will present the application to the DRB at a public hearing.
9. Post and publish the necessary notices for public hearings before the Development Review Board and mail copies of same to adjacent landowners or interested parties.
10. If needed, provide each member of the Development Review Board with the completed applications to be considered in advance of public hearings.
11. Attend public hearings as necessary, to provide information and objective advice on each land development application, to assist the Development Review Board with preparation of written decisions, findings of fact, and to transmit same to all parties as per requirements of state statutes and the Marlboro Zoning Regulations & Bylaws.
12. Post copies of issued permits and transmit the same to Listers as per state statute.
13. Prepare, distribute, and mail any documents and correspondence of the Development Review Board or Planning Commission as may be necessary.
14. Maintain a permit database, filing system, and accounting system in order to maintain accurate records of applications/permits including those requiring public hearings. As well as preparing an annual report on permit activity and fee collection for inclusion in the Town Report.
15. Enforce Zoning Regulations and Bylaws by investigating complaints, allegations of land use and zoning violations and taking appropriate actions on behalf of the Town in accordance with state statutes. *The preferred method for dealing with violations shall be voluntary compliance by the violator. When voluntary compliance is not possible, appropriate enforcement action shall be taken. Prior to requesting legal enforcement action through the Town Attorney, the Select Board shall be consulted.*

16. Research any past permits that may be in violation and patrol the Town for zoning violations and report findings to the Select Board.
17. Represent the Town in legal proceedings, as necessary.

QUALIFICATIONS:

- The number one qualification is the ability and willingness to learn and to apply oneself to the job at hand with a positive demeanor and an understanding that the Zoning Administrator serves the public.
- Either a thorough knowledge of Title 24, Ch. 117 and the purpose, practice, and theory of planning and zoning or the desire to learn these are necessary.
- An ability & willingness to learn and apply Marlboro's Zoning Regulations and Bylaws, Subdivision Regulations, and Municipal Plan is essential.
- The ability to handle several projects at once and to be highly detail oriented is a must.
- Prior experience as a zoning administrator or similar experience is helpful.
- Excellent written and oral communication skills are essential.
- The ability to manage both paper and computer filing along with excellent record keeping skills required.
- Ability to read and understand statutes and regulations, blueprints, site plans, and subdivision plats.
- Familiarity with environmental protection regulations and/or Vermont health regulations are helpful.
- Computer skills including word processing, spreadsheets, photo storage, search engine use, and data management required.
- Courteous, respectful, tactful, objective and fair attitude necessary. Must work well with and be accessible to the public.
- The ability to attend scheduled night meetings is required.
- Must have a valid Vermont driver's license, good driving record, and an insured vehicle in good condition.
- Subject to background check.