

# ZONING ADMINISTRATOR

Town of Marlboro, Vermont

***PLEASE SUBMIT RESUME & COVER LETTER TO: NICK MORGAN, MARLBORO TOWN ADMINISTRATOR @ TOWNADMIN@MARLBOROV.T.US***

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## Demographics

The Town of Marlboro has a 2020 census population of approximately 1,720 residents. The town is home to the Southern Vermont Natural History Museum and Potash Hill, formerly the campus of Marlboro College. Potash Hill hosts the Marlboro Music Festival and School each summer, along with other arts and educational programs throughout the year.

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## Primary Role

- The Zoning Administrator is the principal staff person responsible for the administration and enforcement of the Town of Marlboro's Zoning Regulations.
- The Zoning Administrator is nominated by the Planning Commission and appointed by the Select Board for a three-year term and may be reappointed for additional terms.
- This position reports to and works under the supervision of the Planning Commission and the Select Board.
- **Status:** Part-time, flexible schedule
- **Hours:** 20 hours per week

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## Nature and Scope of Position

The Zoning Administrator:

- Exercises a high degree of independence and professional judgment.
- Ensures compliance with Marlboro's Zoning Regulations and Vermont state statute (24 V.S.A. Chapter 117).
- Provides a high level of service to applicants, the Development Review Board (DRB), and the Planning Commission.
- Is knowledgeable about local development review processes and familiar with applicable state regulatory procedures.
- Works respectfully and effectively with the public and municipal officials.
- Maintains strong written and verbal communication skills.
- Works closely with the Town Administrator, Select Board, Planning Commission, and other municipal officials on zoning matters, including bylaw amendments.

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## **Duties and Responsibilities**

Administration of the **Marlboro Zoning Regulations**, including:

- Explaining zoning regulations to property owners, developers, legal and real estate professionals, and the public.
- Providing parcel-specific information, including dimensional requirements, permit history, and review processes.
- Assisting applicants in completing zoning permit applications.
- Preparing preliminary review reports for DRB applications.
- Attending all application reviews before the DRB.
- Investigating potential zoning violations and pursuing enforcement when necessary.
- Communicating with municipal staff regarding permitting issues and timelines.
- Preparing a monthly Zoning Administrator's Report for the DRB, Planning Commission, and Select Board..

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## **Desired Qualifications, Abilities, and Skills**

- Experience in land use, planning, zoning, or a related field (relevant education preferred).
- Experience administering Flood Hazard Regulations.
- Strong oral and written communication skills.
- Ability to work independently with minimal supervision.
- Strong organizational skills with the ability to manage multiple deadlines.
- Proficiency with computers, including word processing, databases, and online systems.
- Ability to read plans and drawings; experience with ArcGIS preferred.
- Ability to interact effectively and respectfully with the public.
- Willingness to attend evening meetings of the Planning Commission and the DRB.
- Familiarity with Marlboro Zoning & Subdivision Bylaws preferred.
- Valid driver's license and reliable vehicle.