

## ADMINISTRATIVE OFFICER

Reports To: Director of Planning & Zoning	Department: Planning & Zoning
Classification: Non-Exempt	Grade: 14

### **JOB SUMMARY: (What is done and why.)**

This position has primary responsibility for the administrative, technical, supervisory and inspection work related to the issuance, enforcement and interpretation of the laws, codes, rules and regulations pertaining to the City's land development regulations and related ordinances.

This position works with applicants and property owners to understand and comply with the City's Land Development Regulations and related ordinances. In doing so, the position includes effectively performing technical, administrative, and regulatory duties. The position requires a great deal of tact, professionalism, ability to communicate with applicants, and ability to apply the standards of the regulations in an even manner.

The position is responsible for digital file management and maintaining a clear record of actions. The Administrative Officer is responsible for enforcement of the Regulations and is expected to do so in a thoughtful, equitable, and defensible manner. As actions of the Administrative Officer are appealable under State Law, the position requires strong organizational skills and poise in appellate settings before the Development Review Board or courts. The position requires the highest ethical standards be upheld at all times.

### **ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)**

1. Performs duties as established in 24 VSA Chapter 117, section 4448 and the City Charter
2. Acts as code enforcement officer in reviewing applications for land development, sign permits, peddlers permits, certificates of occupancy, and others as assigned; issues notice of violation; maintains associated logs and inspection records; complete necessary state and federal reports; complies annual report.
3. Responds to inquiries from property owners, banks, real estate firms, and the general public; explains all zoning rules and regulations; explains procedures and assists applicants in completing required forms.
4. Makes frequent contact and engages members of the general public, city departments, state and regional planning agencies, members of the building community, realtors and property owners with respect to zoning matters.
5. Oversees development review process and conducts zoning reviews and makes independent decisions regarding enforcement of local zoning rules and regulations, subdivision rules and regulations, and applicable state statutes, rules and regulations.
6. Reviews plans for building construction or alteration to determine compliance with applicable regulations.
7. Reviews and, if appropriate, approves with conditions administrative site plan applications;
8. Works in close coordination with the Development Review Planner in support of staff notes and decisions for the Development Review Board
9. Works with and attends meetings of the Development Review Board as assigned; provides input to amendments of the land development regulations and related ordinances; reviews zoning appeals.
10. Inspects buildings and sites under construction and upon completion to monitor compliance with all applicable regulations and ordinances and other state and local regulations; maintains records of all inspections made.

11. Investigates complaints of alleged violations of the land development regulations and related ordinances and takes appropriate action as required; appears in court as a witness to enforce provisions as necessary.
12. Collects fees for all land development permits and applications and maintains bonds required for land development activities.
13. Oversees and coordinates the acceptance of all new City streets.
14. Maintains confidentiality of all zoning related information as necessary, including development applications, legal memoranda and opinions, etc.
15. Attends Planning Commission, City Council, and advisory board meetings when necessary.
16. Consults with City Attorney on legal matters related to land development and may provide testimony.
17. Supports the coordination of activities between all the staff and other departments within the City and performs other necessary tasks or functions as is necessary to accomplish City and Department goals and objectives.

**KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)**

1. Bachelor's degree; three years experience in planning and zoning and code enforcement or a related field; experience in building construction or engineering preferred; or any equivalent combination of education and experience.
2. Thorough knowledge of the Vermont Planning and Development Act, 24 VSA Chapter 117 and municipal regulations and ordinances related to land use. Working knowledge of the materials and methods of building construction, local zoning and applicable state statutes, rules and regulations, and ordinances. Demonstrated ability to read and interpret blueprints, drawings, and plans; to interpret and enforce zoning and sign regulations firmly, tactfully, and impartially, and; deal appropriately with the general public and members of the building community.
3. Strong interpersonal skills to work with people in various settings, including applicant walk-ins, inexperienced and professional applicants, staff and volunteers, and applicants and property owners in an enforcement capacity.
4. Demonstrated ability to communicate effectively in written and oral form.
5. Demonstrated ability to perform all duties in a digital environment
6. Works under the administrative direction of the Director of Planning & Zoning.
7. Demonstrated ability to perform highly responsible duties of a technical nature requiring the exercise of considerable judgment in the application and interpretation of zoning regulations and other applicable ordinances.
8. Demonstrated ability to operate effectively in an environment where errors could result in loss of time, monetary loss, cause adverse public relations and could have legal and/or financial implications.
9. Demonstrated ability to maintain confidentiality of all department-related information, including bid proposals for planning-related studies, legal opinions and correspondence regarding various applications.
10. Demonstrated ability to handle competing priorities.
11. Proven ability to be organized, detail oriented, accurate and to be responsible for a multitude of projects at once.
12. Demonstrated strong analytical skills

**WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)**

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

**External-** Work may require visits to proposed development or construction sites which may include exposure to environmental hazards typical of such locations. Work might also include physical removal of signs or obstructions in green space within the City as per zoning regulations.

**PHYSICAL DEMANDS: (The physical effort generally associated with this position.)**

Work may include Intermittent light to moderate physical effort demanded in making inspections with exposure to the hazards associated with construction sites when not performing duties under typical office conditions.

**SUPERVISED BY:**

Supervision is received from the Director of Planning & Zoning except for certain independent decisions regarding zoning matters.