

**TOWN OF WATERBURY
ZONING ADMINISTRATOR JOB DESCRIPTION**

Primary Role:

The primary role of the Zoning Administrator (ZA) is to oversee and enforce the Town's zoning and subdivision bylaws. The ZA also assists with the regulation and management of the 100-yr. floodplain.

The ZA serves as the Town's Administrative Officer/Zoning Administrator with duties and responsibilities as prescribed under 24 VSA Ch. 117 §4448, and as detailed below. This is an hourly, full-time position with benefits. Evening meetings to staff the Development Review Board (DRB) are required. This is an in-office position, with some eventual and limited potential for remote work. The position reports to the Municipal Manager.

Nature and Scope of Position:

- The ZA is a professional position with a high degree of responsibility for assuring compliance with Waterbury's Zoning Regulations and state statute, Chapter 117 and related provisions.
- The ZA provides a high level of service to applicants and the Development Review Board.
- The ZA is knowledgeable about all aspects of the local development review process, and is also familiar with the regulatory and review procedures of state agencies that may also have jurisdiction for a given development project.
- The ZA provides oversight and management of the areas in the Town located in the 100-yr. floodplain including the municipalities' membership in the FEMA sponsored Community Rating System (CRS).
- The ZA must be comfortable working with the public and be able to work effectively with a wide variety and diversity of people. The ZA must have good written and verbal skills and be highly organized.
- The ZA works closely with the Planning Director, and elected and appointed municipal officials, on zoning issues including bylaw amendments.

Duties & Responsibilities Include:

Administration of the Waterbury Zoning and Subdivision Bylaws by the ZA and other related tasks includes the following:

- Provide explanation of the Zoning Regulations to property owners, developers, legal and real estate professionals, and other members of the general public.
- In accordance with 24 V.S.A. § 4448(a) and in their role as the Administrative Officer, they shall administer the bylaws literally and shall not have the power to permit any land development that is not in conformance with those bylaws.
- Provide timely specific parcel information in response to inquiries (including dimensional requirements, other parcel data, permit histories and review processes).
- Approve or deny permit applications, or refer them to the DRB for further review and action.
- Prepare staff reports for applications to be reviewed by the DRB, and prepare draft findings of fact and conclusions of law for DRB decisions.
- Staff the DRB meetings.
- Defend denials of zoning permit applications when the denial is appealed to the DRB.
- Investigate possible zoning violations and pursue enforcement when necessary.
- Administers the Town's rental property registry.
- Assist the Planning Director with the preparation of draft zoning and subdivision bylaw amendments for presentation to the Planning Commission, and other planning related tasks as time allows.

- Works with the Planning Director, Municipal Manager and other staff members to help secure grants for the Town.

Provision of services related to managing properties located in the 100-yr. floodplain includes the following:

- Assist with managing the Town's membership in the CRS that results in a discount in the premiums paid for flood insurance by some property owners.
- Assist with providing information and education to the general public, including property owners, Realtors, lending institutions, and the legal community on ways to develop and manage floodplain properties for greater safety and resilience.

Education, Training and Experience

- Demonstrated experience in a land-use-related field with relevant education preferable.
- Bachelor's Degree in a related field and experience in a position of similar complexity.
- Experience administering Flood Hazard Regulations and familiarity, or a willingness to learn, the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program.
- A willingness to become a Certified Floodplain Manager.