

**TOWN OF WATERBURY**  
**ASSISTANT PLANNING & ZONING ADMINISTRATOR JOB DESCRIPTION**  
**January 21, 2022**

Primary Role:

The Assistant Planning & Zoning Administrator (Assistant PZA) assists with the administration and enforcement of the Town of Waterbury's zoning and subdivision bylaws, as well as general planning functions. The Assistant PZA also assists with the regulation and management of the 100-yr. floodplain.

The primary role of the Assistant PZA is to serve as the Town's Assistant Administrative Officer/Zoning Administrator with duties and responsibilities as prescribed under 24 VSA Ch. 117 §4448, and as detailed below. The Assistant PZA is nominated by the Planning Commission and appointed by the Town Select Board for a 3-year term. The Assistant PZA can be reappointed for additional terms. This position is under the supervision of the Planning and Zoning Director. This is a full-time position with benefits, 40 hours per week. Pay is commensurate with experience; hiring range is \$21.00 to \$29.00 per hour.

Nature and Scope of Position:

- The Assistant PZA 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 Assistant PZA provides a high level of service to applicants, the Development Review Board, and the Planning Commission when needed.
- The Assistant PZA 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 Assistant PZA 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 Assistant PZA must be comfortable working with the public and be able to work effectively with a wide variety and diversity of people. The Assistant PZA must have good written and verbal skills and be highly organized.
- The Assistant PZA is supervised by and works closely in a team environment with the Planning & Zoning Director, and elected and appointed municipal officials, on planning and zoning issues including bylaw amendments. Communication with the Municipal Manager, Town Select Board, Town Clerk and other municipal employees is imperative for long-term, effective management of zoning / permitting.

Duties & Responsibilities Include:

Administration of the Waterbury Zoning and Subdivision Bylaws by the Assistant PZA 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 Assistant 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 zoning permit applications, or refer them to the DRB for further review and action.
- Enter zoning permit data as necessary in the municipal permit database.
- Prepare staff reports for applications to be reviewed by the Development Review Board (DRB), and prepare draft findings of fact and conclusions of law for DRB decisions, in a teamwork approach with oversight by the Planning and Zoning Director.
- Present projects before the DRB.
- Defend denials of zoning permit applications when the denial is appealed to the DRB.
- Investigate possible zoning violations and pursue enforcement when necessary. In their role as the Assistant Administrative Officer, and in accordance with state statute, they shall institute in the name of the municipality any appropriate action to prevent construction or use constituting a violation.
- Communicate with other municipal staff members regarding permitting issues / timelines.
- Compile a monthly Assistant Zoning Administrator's Report to the Planning Commission that includes all zoning and subdivision activity.
- Assist the Planning & Zoning Director (Director) with the preparation of draft zoning and subdivision bylaw amendments for presentation to the Planning Commission. Assist the Director with other planning related tasks as time allows.

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.
- Assist with the review of applications for development in the 100-year floodplain including referring project for review with the DRB.

### Desired Qualifications, Abilities and Skills:

- Demonstrated experience in the land-use-related field with relevant education preferable,
- Bachelor's degree in planning, landscape architecture, natural resource management and planning, or a related field is desirable,
- Experience administering Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program,
- A current Certification as a Floodplain Manager (CFM) or willingness to become a CFM
- Excellent oral and written communication skills,
- A desire to work as part of a team to initiate and perform detailed work with appropriate supervision,

- Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively,
- Proficiency with computers, including word processing, database management, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks,
- Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable,
- Ability to interact courteously, clearly, and in a timely manner with the public,
- Ability and willingness to attend evening meetings, particularly DRB meetings,
- General familiarity with zoning and subdivision bylaws, and flood hazard area regulations.
- A valid driver's license and reliable vehicle.

Contact Information to Apply for Position:

For further information contact Stephen Lotspeich, Planning & Zoning Director, at 802-244-1012, or e-mail: [slotspeich@waterburyvt.com](mailto:slotspeich@waterburyvt.com).

This position is open until filled. Please mail letter of interest and resume to:

Stephen Lotspeich  
Planning & Zoning Director  
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