

# Town of Cabot

## Zoning Administrator Job Description

### **Primary Role:**

The Zoning Administrator is the responsible for administration and enforcement of the town of Cabot's Zoning Regulations.

### Nature and Scope of position:

The Zoning administrator is nominated by the Planning Commission and appointed by the Select Board for a 3 year term. This position is under the supervision of the Select Board. This position is part time, with the number of hours determined by the required work to be completed. It is anticipated that the position will require between 0 and 10 hours per week. The Zoning Administrator will be paid on an hourly basis. There is no guaranteed Salary or Benefits. Pay is commensurate with experience. A Zoning Administrator can be removed at any time by the Select Board for Cause. This position involves working in multiple environments in town offices and in the field.

### **Duties and Responsibilities:**

1. To provide assistance to applicants with zoning permit applications. Approve or deny applications according to State and Local regulations. Determine if action must be taken by the PC or DRB prior to issuing a permit.
2. Must be able to work well with the public in a wide variety of situations, to inspire confidence of the people of the town and town officials.
3. Ability to initiate and perform detailed work with minimal supervision.
4. Must have excellent written and verbal communication skills to be able to deal tactfully & courteously with individuals and be well organized.
5. To work with the Development Review Board & Planning commission when needed.
6. Administer the bylaws & regulations. Receive complaints & record all details, investigate & determine violations, providing copies to appropriate agencies.

7. Provide timely response to inquiries, complete site inspections, investigate violations as needed, follow-up on violation notices to insure compliance. Advise SB of corrective action and non compliance issues.
8. Maintain files for current and prior zoning regulations, applications, permits & all correspondence sent by the ZA in performance of the position
9. Must have a valid driver's license and a reliable vehicle.
10. Must have a phone & internet access.
11. Messages should be returned within 24 hrs of receipt.
12. Have or gain a knowledge of pertinent Vt. Statutes, laws, codes, regulations & practices influencing Zoning Administration, This is not to be determined as having a full understanding of all aspects, but to have knowledge that the information exists and how to reference it as a case requires & utilize available resources in doing so.
13. Have or gain knowledge of web based GIS mapping such as ANR atlas.
14. Ability to read plans, drawings, blueprints & maps.
15. Proficient in Emailing, Word processing & operation of office equipment.
16. Willing to attend trainings as necessary to perform the job.
17. Post permits as required

### **Reporting:**

Prepare quarterly reports of Zoning Administrator activities and provide them to the Planning Commission, Select Board & DRB.

Prepare an annual report for the Cabot Town Report, listing all permits granted and denied.

### **Meetings:**

Attend meetings of the PC, Select Board and DRB as necessary to present information & recommendations concerning zoning.

Attend hearings of the DRB.