



www.shaftsburyvt.gov

Town of Shaftsbury

Municipal Offices at Cole Hall

PO Box 409
61 Buck Hill Road
Shaftsbury, VT
05262-0409
(802) 442-4038

Summary of Position: The Zoning Administrator (ZA)/E911 Coordinator works with Shaftsbury residents, property owners, and officials to make sure they understand the town's zoning regulations and application process. The ZA processes zoning applications in a timely manner, schedules and facilitates hearings, and oversees compliance with the Town's zoning and land use regulations. The Zoning Administrator/E911 Coordinator communicates both verbally and in writing with a variety of people, including applicants/citizens, town officials and boards. Site visits may be required and could consist of uneven terrain and in a variety of weather conditions.

Appointment and Supervision: The Zoning Administrator is nominated by the Planning Commission and appointed by the Selectboard. Employment is on terms determined by the Selectboard. The Zoning Administrator will be appointed for a three-year (3) term. The Zoning Administrator position is subject to the Town's Personnel Policies. This is a part-time position - budgeted for 17 hours per week - which is negotiable depending on workload.

Primary Duties and Responsibilities:

Zoning

Administer the zoning bylaws and land use regulations as written.

Provide applicants/citizens with all forms required to obtain any municipal land use permit.

Inform any person applying for municipal permits that the applicant should contact the regional specialist at the Agency of Natural Resources, so the applicant can identify and obtain any related state permits.

Issue decisions or make referrals to the Development Review Board and/or the Planning Commission in a timely manner.

Be well-versed in all State of Vermont zoning Acts and statutes.

Make appropriate site visits and arrange site visits for board members when needed.

Ensure that all statutory notice requirements are complied with and provide all necessary assistance for applicants to meet their statutory requirements.

Facilitate and attend meetings of the Planning Commission and Development Review Board, record and transcribe their minutes, and draft and distribute for comment their decision documents.

Assist the Development Review Board and Planning Commission in updating their guidance documents, including the Town Plan, when and if needed.

Issue and post zoning permits and provide copies to the Town Clerk and Assessor's assistant.

E911

As required by 30 V.S.A. §7056 (a), the E911 coordinator serves as the liaison the Vermont E911 Board on all database and mapping maintenance issues.

The Coordinator will maintain the municipal address system, the municipal E911 map, and the Emergency Service Zone (ESZ) database and associated emergency service provider information.

Experience/Qualifications:

Preferred experience in development review and/or zoning administration.
Preferred demonstration of experience in the land use field.

A desire to work as part of a team to initiate and perform detailed work with appropriate supervision.
Ability to interact courteously, clearly and in a timely manner with the public on potentially sensitive issues.

General familiarity with zoning and subdivision bylaws and flood hazard area regulations.
The ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.

Ability to read plans and drawings.
Must demonstrate outstanding judgment.
Must have good written and verbal skills and be highly organized.
Must be proficient in Microsoft Office products and GIS.
Must be able to attend evening meetings.

Training will be provided by the town and through the Vermont League of Cities and Towns.

Contact:

Please direct all inquiries and resumes to:
Paula Iken, Town Administrator
PO Box 409, Shaftsbury, VT. 05262
Or submit via email: administrator@shaftsburyvt.gov