

The Town of Norwich is seeking a part-time Zoning Administrator (16 hours per week).

The Zoning Administrator (ZA) is responsible for administering the Town of Norwich's zoning, flood hazard, and subdivision regulations in accordance with 24 VSA Chapter 117. Specific duties include responding to questions from the public regarding the town's regulations and applications for proposed land development, reviewing applications for proposed land development, researching permit files and property records, issuing permits, inspecting development or proposed development sites, investigating complaints, resolving violations, and maintaining paper and electronic permit records. The ZA also serves as the Clerk to the Development Review Board (DRB). In that role, the ZA prepares DRB hearing notices and agendas, writes staff reviews of applications before the DRB, drafts decisions with findings of fact and conclusions of law for DRB approval, and writes DRB meeting minutes.

The ZA is appointed to a three-year term by the Norwich Selectboard upon recommendation of the Norwich Planning Commission. The appointment can be renewed by the Selectboard.

The position requires land use and/or zoning experience, knowledge of Vermont statute, the ability to interpret building and engineering plans, the ability to effectively communicate technical information to the public, time management and organizational skills, and attention to detail. Ideal candidates will have a background working in a land use planning or regulatory position or with attorneys, engineers and/or land development professionals. Experience with spreadsheet, database, ArcGIS and NEMRC software is a plus.

The Zoning Administrator is expected to be present in Tracy Hall (town hall) for regular office hours, but may otherwise work remotely. The position will require attendance at evening meetings (up to 2 per month). The Norwich DRB currently meets remotely via Zoom as allowed for under statute. The Zoning Administrator is also expected to visit properties and conduct meetings on site with property owners or applicants as necessary to administer the regulations.

Pay commensurate with experience, the expected range is between \$21 and \$29 per hour. A valid Vermont driver's license and a personal vehicle is required for work related travel which will be reimbursed at the federal mileage rate (excluding commuting to the workplace).

A letter of interest and resume detailing relevant experience and skills, and three references should be submitted by email to [rfrancis@norwich.vt.us](mailto:rfrancis@norwich.vt.us) with "Norwich ZA Application" in the subject line. First review of applications will begin on April 18, 2022 and the position will remain open until filled.