



Job Title: Planning Director and Zoning Administrator
Department: Planning and Zoning

FLSA Designation: Exempt
Pay Classification: 22

1. JOB SUMMARY

- 1.1 This position is responsible for the town's planning and zoning operations.

2. MAJOR DUTIES

- 2.1 Provides professional planning services including but not limited to implementing and revising the Norwich Town Plan and the Norwich Zoning and Subdivision Regulations.
- 2.2 Drafts municipal plan and land use regulations in collaboration with the Planning Commission; organizes and facilitates public workshops and hearings; writes planning and historic preservation grant applications and administers grants; issues requests for quotes and requests for proposals for consultants, recommends selection, and supervises projects.
- 2.3 Represents the town at regional Transportation Advisory Committee meetings, Upper Valley Transportation Management Association meetings, and other regional groups.
- 2.4 Maintains the town's geographic information system (GIS).
- 2.5 Maintains town's E911 database in coordination with Vermont Enhanced 911 Board.
- 2.6 Prepares Planning Department budgets and manages Planning Department staff.
- 2.7 Applies for and administers relevant grants including but not limited to grant writing, issuing requests for proposals, recommending consultant selection, and managing projects.
- 2.8 Administers the Norwich Zoning and Subdivision Regulations including but not limited to advising prospective applicants; reviewing permit applications; maintaining permit records; preparing staff reports and draft decisions for the Development Review Board, investigating complaints and enforcing violations, and maintaining compliance with statutory notice and posting requirements.
- 2.9 Advises landowners and applicants on municipal land use regulations and permit application processes; reviews zoning permit applications for approval; maintains permit records; creates databases to track records.
- 2.10 Investigates and enforces violations of municipal land use regulations.
- 2.11 Assists and advises applications in preparation of applications to the Development Review Board; reviews applications for completeness; provides staff support for board hearings.
- 2.12 Provides staff support for town committees including but not limited to the Planning Commission, Development Review Board, Conservation Commission and Historic Preservation Commission, and maintaining compliance with Vermont Open Meeting & Public Record Laws.
- 2.13 Directs planning and zoning functions for the town.
- 2.14 Performs related duties and other duties as assigned by the Town Manager.

3. SKILLS AND KNOWLEDGE

- 3.1 Knowledge of land use planning and regulatory principles, techniques, best practices, and laws.
- 3.2 Interpersonal skills with the ability to communicate effectively with people from diverse backgrounds.

- 3.3 Analytical writing skills and oral communication skills.
- 3.4 Knowledge of State, department and town policies and procedures.
- 3.5 Knowledge of computers and job-related software programs.
- 3.6 Skill in the analysis of problems and the development and implementation of solutions.
- 3.7 Skill in the preparation of clear and precise reports.
- 3.8 Knowledge of grant application and management principles.
- 3.9 Knowledge of website design and management, and mapping and other job-related software.

4. SUPERVISORY CONTROLS AND MANAGEMENT RESPONSIBILITY

- 4.1 The Town Manager assigns work in terms of department goals and objectives.
- 4.2 This position has direct supervision over Planning Assistant (1).

5. SCOPE OF WORK AND WORK ENVIRONMENT

- 5.1 The work consists of varied duties. Regulatory standards and deadlines contribute to the complexity of the position.
- 5.2 The position requires regular contact with co-workers, elected and appointed town officials, property owners and their representatives, and members of the public. Contact is typically to provide services, to give or exchange information, to resolve problems.
- 5.3 Work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- 5.4 Work is typically performed in an office and outdoors, occasionally in cold or inclement weather.
- 5.6 Regularly scheduled office hours including some flexible work hours, such as night meetings for the staffing of committees.

6. MINIMUM QUALIFICATIONS

- 6.1 Bachelor's degree in Planning or closely related field; at least three years progressively responsible experience in planning or related professional capacity; or any combination of education, training and experience which provides the required knowledge, skills, and abilities.
- 6.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.