

# **Norwich, VT, Seeking Full-Time Planning Director and Zoning Administrator**

Town of Norwich, Vermont, is seeking a full-time Planning Director and Zoning Administrator. This position is responsible for Town planning and zoning operations.

## Major Duties

-Provides professional planning services, including but not limited to implementing and revising the Norwich Town Plan and the Norwich Zoning and Subdivision Regulations.

-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.

-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.

-Prepares Planning Department budgets and manages Planning Department staff.

-Provides staff support for town committees, including but not limited to the Planning Commission, Development Review Board, Conservation Commission and Historic Preservation Commission, and compliance with Vermont Open Meeting and Public Record Laws.

-Performs other duties as assigned by the Town Manager.

## Skills and Knowledge Requirements:

-Knowledge of land use planning and regulatory principles, techniques, best practices, laws.

-Interpersonal skills with the ability to communicate effectively with people from diverse backgrounds.

-Analytical writing skills and oral communication skills.

-Knowledge of State, department, and town policies and procedures.

-Knowledge of computers and job-related software programs.

-Skill in the analysis of problems and the development and implementation of solutions.

-Skill in the preparation of clear and precise reports.

-Knowledge of grant application and management principles.

-Knowledge of website design and management, and mapping and other job-related software.

Minimum Qualifications:

-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.

-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.

For full job description: [JOB\\_DESC\\_Plan\\_Dir\\_ZA\\_Jan2023](#)

A letter of interest and resume detailing relevant experience and skills, and three references should be submitted by email to [planner@norwich.vt.us](mailto:planner@norwich.vt.us) with "Norwich Planning Director and Zoning Administrator" in the subject line.