



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

FLSA Designation: Exempt  
Pay Classification: 21

## **JOB SUMMARY**

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

## **MAJOR DUTIES**

- 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.
- Investigates and enforces violations of municipal land use regulations.
- Assists and advises applications in preparation of applications to the Development Review Board; reviews applications for completeness; provides staff support for board hearings.
- Directs planning and zoning functions for the town.
- Drafts municipal plan and land use regulations in close collaboration and interaction with the Planning Commission; organizes and facilitates public workshops and hearings; writes planning grant applications and administers grants; issues requests for quotes and requests for proposals for consultants, recommends selection, and supervises projects.
- Provides staff support for the Planning Commission, including scheduling, agenda preparation, and recording of minutes.
- Writes grant applications; administers grant funds.
- Represents the town at regional Transportation Advisory Committee meetings, Upper Valley Transportation Management Association meetings, and other regional groups.
- Maintains the town's geographic information system.
- Prepares department and Development Review Board budgets.
- Performs other duties as assigned by the Town Manager.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of land use principles, techniques, best practices, and laws.
- Knowledge of grant acquisition and management principles.
- Knowledge of department and town policies and procedures.
- Skill in the use of MS Office Suite and other job-related software programs, including geographic information systems software.

- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Demonstrated ability to communicate clearly and concisely in writing and verbally.
- Ability to handle competing priorities.
- Proven ability to be organized, detail-oriented and accurate.
- Demonstrated ability to establish and maintain effective working relationships with subordinates, the general public, and town officials.

#### **GUIDELINES**

- Guidelines include land use regulations, Planning Commission and DRB policies, town policies, and state handbooks. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. Strict regulations and deadlines contribute to the complexity of the position.
- The purpose of this position is to administer the town's planning and zoning functions. Success in this position contributes to the well-planned and positive growth of the Town of Norwich.

#### **CONTACTS**

- Contacts are typically with co-workers, other planning professionals, developers, architects, contractors, attorneys, elected and appointed officials, landowners, and members of the public.
- Contacts are typically to provide services, to give or exchange information, and to resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while stationary at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office and occasionally outdoors in cold or inclement weather.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position has direct supervision over one administrative assistant.
- This position reports to the Town Manager.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree, or equivalent education and work experience in a planning or related professional capacity.
- Three to five years of progressively responsible experience in planning or a related field.
- Some supervisory experience preferred.

## DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy  
Town Manager

Effective: November 17, 2023