

Town of Norwich
Planning Director and Zoning Administrator

The Town of Norwich is seeking applicants for the position of Planning Director and Zoning Administrator.

The Zoning Administrator (ZA) component of this position serves as the public liaison connecting Norwich residents, businesses, and developers who may be seeking information and guidance on land use permits, with the Development Review Board (DRB). The ZA function requires a thorough knowledge of State and local regulations and involves answering technical questions, interpreting ordinances and regulations for administrative approval, assisting the DRB with subject matter expertise and administrative support during the formal application review process, and generally assisting applicants through the permitting process.

The planning component of this position facilitates planning-related initiatives mutually agreed upon with the Town's administration and its various boards of elected and appointed officials. This would include working closely (attending meetings and being regularly available) with the Planning Commission on policy-related tasks such as periodic review and possible amendments to the Town Plan and Zoning bylaws. This position works with various groups and committees on achieving common goals and initiatives such as facilitating more affordable housing, safe roadways, historic preservation focused projects, and generally leading work in a collaborative manner between staff and internal and external groups. This position identifies, pursues, and administers outside funding/resources to assist the Planning Office and its many internal stakeholders (Planning Commission, DRB Historic Preservation Commission) to efficiently complete projects and objectives. This position directs and oversees all aspects of the Planning and Zoning Dept. including supervision of the Planning Assistant.

The ideal candidate will possess the following qualities:

- Dynamic and collaborative leader, who will, in conjunction with the Town's many diverse groups of boards, officials and residents, help craft and guide Norwich's long-term vision
- Ability to work effectively with diverse groups to find common goals and help facilitate their attainment.
- Willingness to engage and become invested in the Norwich community and to serve as a facilitator and champion of mutually agreed-upon initiatives, such as affordable housing, bike-pedestrian safety and walkability, municipal plan review and updates, and the review and possible amendments of current zoning and subdivision regulations
- Specific education and work experience in the fields of municipal planning and zoning administration, and familiarity, or the ability to quickly become familiar, with Vermont's State statutes (primarily VSA 24 Chapter 117) and local regulations around land use planning, regulatory principles, techniques, and best practices
- Willingness and aptitude to learn along with strong interpersonal skills and verbal and written communication skills

Minimum Qualifications:

- 3-5 years' work experience in a similar leadership role or position
- B.A. degree, or equivalent education and work experience, in a planning or related professional capacity
- Some supervisory experience is preferred

The Town of Norwich offers a competitive salary commensurate with experience and an excellent benefits package. Prospective candidates should send a letter of interest with salary expectations, resume and three (3) professional references to Town of Norwich, P.O. Box 376, c/o Brennan Duffy, Town Manager, or email those items to bduffy@norwich.vt.us by March 29, 2024. A full job description is available on the town's website Norwich.vt.us under Careers. The Town of Norwich is an Equal Opportunity Employer.