

**Planning and Zoning Administrator**  
**City of St. Albans, VT**

The City of St. Albans, VT is accepting applications for a **Planning and Zoning Administrator**. This position is responsible for administering and enforcing the City's Land Development Regulations and assisting with the City's planning & development program. A full job description is available at [www.StAlbansVT.com/Jobs](http://www.StAlbansVT.com/Jobs). The hiring range is expected to be between \$40,000 and \$50,000. To apply, please send a resume and cover letter to [p.strait@stalbansvt.com](mailto:p.strait@stalbansvt.com). Resume review will begin Tuesday, June 4, 2013. EOE.

Position Description starts on next page...

**CITY OF SAINT ALBANS  
JOB DESCRIPTION  
PLANNING AND ZONING ADMINISTRATOR**

**Approved: May 13, 2013**

**FLSA Designation: Exempt**

**Nature and Scope of Position**

The Planning and Zoning Administrator is responsible for administering and enforcing the City's Land Development Regulations and assisting with the City's planning & development program. This position is the principal staff person for the Development Review Board and helps ensure an efficient permit process by assisting the public, preparing staff reports, and preparing decisions that reflect the will of the Board.

This position reports to the Director of Planning and Development.

**ESSENTIAL JOB FUNCTIONS**

- Provide professional staff support to the Development Review Board and Design Advisory Board. Attend all meetings of these boards and present reports and answer questions as requested.
- Prepare staff reports that apply the City's regulations to particular applications.
- Draft decisions that reflect the will of the Development Review Board and ensure decisions are issued in a timely and procedurally correct manner.
- Assist the public with obtaining correct forms and understanding land use ordinances and related regulations.
- Inspire public confidence in the zoning office through clear communication and good customer service.
- Implement a pro-active enforcement program.
- Identify opportunities for implementing the City's Municipal Plan using regulatory and non-regulatory measures. Research and propose revisions to the City's implementation measures.
- Serve as primary contact with press and general public with questions about permit applications.
- Participate as part of the Planning and Development team with full implementation of the department workplan.
- Collaborate with the assessing department to maintain consistent parcel, infrastructure, assessing, and permitting data.
- Attend night meetings of City or community boards and organizations as needed.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Working knowledge of land use planning and regulation in Vermont.
- Ability to provide excellent customer service and inspire confidence from the public.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform background research on work-related topics and present results.
- Working knowledge of grant writing and reporting procedures.
- Ability to work independently and as part of a team.
- Ability to accept constructive criticism.

### **Education, Training and Experience**

- Bachelor's degree in appropriate discipline or equivalent combination of experience.
- Three years relevant experience.
- Working knowledge of municipal operations.
- Working familiarity with office software, including word processing and spreadsheet programs.
- Familiarity with geographic information systems (GIS), such as ArcGIS or Google Earth.

### **Physical Demands / Work Environment**

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and the city. The employee must occasionally lift and or move up to 25 pounds.