

# TOWN OF SANBORNTON

## Zoning Administrator

### Job Description

#### **Job Summary:**

The Zoning Administrator for the Town of Sanbornton is hired by the Board of Selectmen and reports directly to the Town Administrator, on behalf of the Board of Selectmen. The Zoning Administrator is also responsible for administering the Zoning Ordinance and the administration of the Zoning Ordinance.

#### **Essential Duties:**

Essential duties and other important responsibilities may include, but are not limited to the following:

1. Conducts inspections, reviews studies, reports and documents and makes recommendations on matters relating to land use and development as regulated by municipal ordinances and codes of the Town of Sanbornton.
2. Appraises the procedures, policies and functions of the zoning enforcement process and reports necessary steps or recommendations for improvement to the Board of Selectmen.
3. Provides assistance to individuals/applicants, when needed, for understanding and complying with the requirements of the Town Zoning Ordinance and other applicable local and state land use regulations.
4. Assists applicants with the completion of Certificate of Zoning Compliance (CZC) permit applications. (if needed)
5. Reviews and processes newly submitted CZC permit applications in a timely and efficient manner, including completing on-site inspections to assure full compliance with all Town Zoning Ordinance requirements.
6. Collects applicable CZC permit application fees and submits funds to the Town Treasurer.
7. Issues CZC permits when applications are in full compliance with Town Zoning Ordinance requirements.
8. Maintains accurate records in the event of any court action/legal proceedings and keeps the Board of Selectmen abreast of any necessary enforcement needed or related issues that may arise or the potential of legal actions.
9. Prepares a proposed fiscal budget for consideration of the Board of the Selectmen and Budget Committee.

10. Reviews and makes recommendations for any changes to the application fee structure to the Town Administrator, who will bring this to the Board of Selectmen for the final approval.
11. Attends meetings with the Board of Selectmen, Planning Board, Zoning Board of Adjustment, Historic District Commission, Conservation Commission and other groups to enhance the town-wide code enforcement efforts as needed or as directed by the Town Administrator on behalf of the Board of Selectmen.
12. Attends a joint land use meeting between the Planning Board, Zoning Board of Adjustment, Historic District Commission, Conservation Commission and the Board of Selectmen, at least once a year.
13. Conducts follow-up inspections of approved site plans to verify compliance with terms and conditions of Planning Board approval.
14. Works in coordination with the local Fire Department, Health Officer and other officials in administration and enforcement of local, state and national life safety codes or any environmental regulations or codes.
15. Keeps abreast of professional development in the area of Zoning enforcement, by outside reading, professional training and participation in regional or statewide forums and or training workshops, with prior approval of the Town Administrator on behalf of the Board of Selectmen.
16. Attends meetings of the Board of Selectmen to report on zoning enforcement issues/activities as needed or requested by the Town Administrator.
17. All other duties as assigned by the Town Administrator on behalf of the Board of Selectmen.

**Knowledge and skills:**

- Knowledge in the administration and enforcement of land use and or zoning regulations for the Town of Sanbornton.
- Knowledge of state and federal laws and regulations pertaining to land use and land development, with emphasis on the area of zoning.
- Ability to analyze, interpret and apply municipal land use ordinances and regulations for the Town of Sanbornton.
- Ability to read and interpret site plans, land development plans, building plans and construction drawings.
- Ability to maintain effective working relationships with town department personnel, town officials, outside agencies, applicants, contractors and the general public.
- Strong communication skills, ability to work independently and problem solve using independent judgment and self-motivation.

- Ability to prepare and present effectively oral and written material relating to municipal zoning, with reasonable accommodations.

**Work location and hours:**

The Zoning Administrator for the Town of Sanbornton shall have an office located at the Town office, with work hours flexible depending on the work load and monthly cycle of permit applications and/or meetings as required by the Town Administrator on behalf of the Board of Selectmen. All work hours shall be reported to the Town Administrator on a weekly basis.

**Minimum Qualifications:**

Bachelor's degree in planning or related field, plus 3 years' experience in administration and enforcement of land use and/or zoning regulations or any equivalent combination of educational and experience with demonstrated possession of required knowledge, skills and abilities to perform the essential duties of this job.

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Employee Signature

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Date

Karen R. Olev

John H. O'Connell

Katherine Kord

Dated : 6/14/2017