

TOWN OF MONKTON
Job Description
Zoning Administrator

The Zoning Administrator is responsible for application and enforcement of the Monkton's Zoning Regulations in a consistent, fair and timely manner. The position involves working with Monkton residents and property owners as well as elected and appointed boards and officials. The Zoning Administrator is expected to assist applicants and town officials in understanding the zoning process, and to facilitate the application of permits and hearings.

The Position requires communication with a wide variety of people, both verbally and in writing. Most of the duties are performed in a busy office environment. Site visits may be required that could consist of uneven terrain and various weather conditions.

Duties and Responsibilities:

A detailed description of the responsibilities of the Zoning Administrator is included in the handbook for Zoning Administrators' published by the Vermont League of Cities and towns.

- Issue Permits in accordance with the requirements of zoning bylaws in effect.
- Assist landowners and interested parties with required forms and provide information and local permit requirements.
- Post and/or advertise notices/permits as required by Vermont State Statute.
- Enforce all violations of the bylaws, including notices of violations in a timely manner.
- Participate in appeals by explaining the action that is under appeal and presenting evidence to support action.

- Provide input to the Select board, Developmental review board and planning commission regarding fees, application activity, regulatory requirements and changes as well as upcoming issues.
- Post and maintain regular office hours that are reasonable and accessible to the citizens of Monkton and the town.

Requirements of work:

- Understanding of the Monkton Community and the geography of the town.
- Knowledge of Monkton Zoning bylaws.
- Basic understanding of state statutes and regulations related to land use and land development.
- Computer literate and willingness to learn new software if acquired.
- To follow through in a timely manner to landowners and other request.
- The ability to work effectively and fair with a wide variety of people, sometime under difficult circumstances.

revised
January 8, 2018