

**Summary of Position:** The Zoning Administrator works with Duxbury residents, property owners, and officials to make sure they understand the town's zoning regulations and application process. The ZA processes zoning applications in a timely manner, schedules and facilitates hearings, and oversees compliance with Duxbury's zoning regulations.

The Zoning Administrator communicates both verbally and in writing with a variety of people including applicants/citizens, town officials and boards. Site visits may be required that could consist of uneven terrain and in a variety of weather conditions.


**Appointment and Supervision:** The Zoning Administrator is nominated by the Planning Commission and appointed by the Selectboard. Employment is on terms determined by the Selectboard. The Zoning Administrator will be appointed for *a one-year term*. The Zoning Administrator is subject to the Town's Personnel Policy and is supervised by the Selectboard. This is a part-time position - Budgeted for 20 hours per week - which is negotiable depending on workload.

#### **Primary Duties and Responsibilities:**

- Administer the zoning bylaws as written.
- Provide applicants/citizens with all forms required to obtain any municipal land use permit.
- Inform any person applying for municipal permits that the applicant should contact the regional specialist at the Agency of Natural Resources so the applicant can identify and obtain any related state permits.
- Issue decisions or make referrals to the Development Review Board and/or the Planning Commission in a timely manner.
- Make appropriate site visits and arrange site visits for board members when needed.
- Ensure that all statutory notice requirements are complied with and provide all necessary assistance for applicants to meet their statutory requirements.
- *Facilitate and* attend meetings of the Planning Commission and Development Review Board.
- Issue and post zoning permits and provide copies to the Town Clerk the Listers
- Training will be provided by the town through Vermont League of Cities and Towns

#### **Experience/Qualifications:**

- Preferred experience in development review and/or zoning administration.
- Preferred demonstration of experience in the land-use related field.
- A desire to work as part of a team to initiate and perform detailed work with appropriate supervision
- Ability to interact courteously, clearly and in a timely manner with the public with a wide variety of people on sensitive issues
- General familiarity with zoning and subdivision bylaws and flood hazard area regulations.



Town of Duxbury  
5421 VT Route 100  
Duxbury, VT 05676

- The ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively
- Ability to read plans and drawings.
- Must demonstrate outstanding judgment.
- Must have good written and verbal skills and be highly organized.
- Must be proficient in Microsoft Word, Excel, PowerPoint, and ArcGIS
- Must be able to attend evening meetings, particularly Development Review Board meetings usually held on a weeknight

**Contact:**

Please direct all inquiries and resumes to:  
Town of Duxbury Selectboard  
5421 VT Route 100  
Duxbury, VT 05676  
Email: [pzduxvt@gmail.com](mailto:pzduxvt@gmail.com)