

Town of Charlotte

JOB DESCRIPTION

**Town Planner/Zoning Administrator/Sewage Control Officer
and Deputy Health Officer**

Job Title: Town Planner/Zoning Administrator*/Sewage Control Officer/Deputy Health Officer

Qualifications:

- Baccalaureate degree plus a minimum of 2 years of experience in municipal planning, development review and/or zoning administration; or six years of experience in a similar position.
- Competence in office software (Word, GIS)
- Excellent written and oral communication skills
- Ability to work well with people
- Ability to work independently
- High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
- Ability to conduct site review, land use, and public health investigations and document findings.
- Strong customer service orientation
- Possess valid driver's license with clean record to meet travel requirements.

Job Summary

The Town Planner/Zoning Administrator works independently but in conjunction with the Planning Commission and the Zoning Board of Adjustment to facilitate town planning, development review and project permitting. The individual in this position also enforces the Charlotte Land Use Regulations, administers wastewater permitting, and serves as the Town Deputy Health Officer.

Specific Duties and Responsibilities

Town Planner duties (approximately 50% of time):

1. Provide information to the public about the Charlotte Land Use Regulations and related information.
2. Manage the Town's permitting process for subdivision and site plan review, including assisting applicants with submission requirements, and reviewing and processing applications.
3. Publish notices in accordance with statutory requirements as necessary.
4. Write staff notes for Planning Commission meetings.
5. Prepare agendas and packets for Planning Commission meetings, in conjunction with Administrative Assistant.
6. Attend Planning Commission meetings.
7. Assist and advise the Planning Commission with review of applications.

8. Write draft decisions at request of Planning Commission and work with Planning Commission to finalize these decisions.
9. Facilitate, advise and assist the Planning Commission with updates of the Town Plan and Land Use Regulations.
10. Advise and assist the Planning Commission with regard to general municipal planning.
11. Coordinate public outreach with various entities as needed.
12. Develop budget requests for the Planning and Zoning department and monitor throughout the year.
13. Work on special projects when appropriate, e.g. village planning, conservation action plan, wastewater planning.
14. Interface with other commissions, committees and organizations on initiatives in a variety of areas, such as land conservation, shoreline access, trail development and energy planning.
15. Assist the Listers with tax mapping issues and interface with contract mapper and the regional planning commission on mapping issues.
16. Represent the Town at monthly Regional Planning Advisory Committee meetings.
17. Facilitate the review and approval of Planning Commission minutes.
18. Other duties as may be required.

Zoning Administrator/Sewage Control Officer duties (approximately 50% of time)

1. All duties and responsibilities as required under 24 V.S.A. §4448 (as amended from time to time).
2. Administer and literally interpret the Charlotte Land Use Regulations and the Vermont Wastewater System and Potable Water Rules.
3. Receive, review and act on all permit applications in accordance with State statute.
4. Record permits and memoranda of other official actions, as required, with the Town Clerk.
5. Provide information with regard to zoning regulations to prospective permit applicants and advise applicants of their responsibility to contact state and federal programs from which they may need to obtain other permits.
6. Advise the Zoning Board of Adjustment on applications for conditional use and variances, and attend ZBA hearings as appropriate.
7. Maintain and keep current all zoning, wastewater and subdivision records, with support from the Administrative Assistant.
8. Review and approve designs of new wastewater applications that have been approved by the Town's wastewater consultant.
9. Investigate and enforce as necessary alleged violations of municipal regulations and ordinances.
10. Perform site visits as required.
11. Assist with Thompson's Point wastewater system administration and enforcement.
12. Determine 9-1-1 addresses.
13. Other duties as may be required.

Deputy Health Officer duties (as needed):

1. Conduct investigations regarding conditions which may be public health hazards as requested by the Town Health Officer, including performance of health and safety inspections of public buildings, rental housing, and closed landfills.
2. Assist the Town Health Officer in enforcing the provisions of Chapter 3 of Title 18, Vermont Statutes Annotated in consultation with the Selectboard and, as required, the Vermont Department of Health.
3. Inspect reported failed wastewater systems, in consultation with the Town wastewater consultant. Where appropriate, issue health orders for the repair or replacement of such failed systems.
4. Manage and/or perform water sampling where necessary to ensure safe public drinking and public swimming waters, and issue appropriate health orders in response to public health hazards.
5. Develop and maintain a system to keep records on public water supplies. Issue notices when inspections are needed.
6. Respond to reports of possible cases of rabies and supervise the quarantine of animals that may have bitten human beings or other animals.

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: standing, walking, sitting for significant period of time, working on a computer, significant driving within the Town to perform enforcement and other site activities, regionally to attend meetings, and statewide to attend meetings and trainings. The majority of this position is performed indoors as an office position and is a generally a hazard free environment. However, incumbent may be required to work outside in inclement weather, on uneven terrain, in dusty and dirty conditions and may occasionally interact with hostile and confrontational individuals or animals.

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

Supervised by: Town Administrator

Supervises: N/A

Hours: This is a permanent full-time position approved for 40 hours per week. The position is exempt under the Fair Labor Standards Act.

Salary: The salary range starts at \$19 per hour and is commensurate with qualifications and experience.

* Called "Administrative Officer" in Vermont statute.

Approved by Selectboard on 9/9/2013