

Town of Grand Isle – Draft 10/07/2025

Job Description – Zoning Administrative Officer

Classification: Appointed, Part-time – up to 20 hours per week.

Scope of Position:

The Zoning Administrative Officer (ZAO) is the primary staff person responsible for the administration and enforcement of the Town's Zoning and Development Regulations. The ZAO is appointed by and reports to the Selectboard, and works closely with both the Planning Commission (PC) and the Development Review Board (DRB) regarding the interpretation and application of zoning bylaws. The ZAO provides professional, technical, and administrative support for land use, zoning, and development review activities. This role involves assisting applicants with interpreting and applying local and state regulations, assisting applicants with the permitting process, managing zoning data, and ensuring that development within the Town occurs in accordance with adopted plans, bylaws, and statutes.

Duties and Responsibilities:

- Administer and enforce the Town's Zoning Bylaws, Subdivision Regulations, and other applicable ordinances.
- Review, prepare, and issue zoning permits for land development, signage, accessory structures, and other regulated uses.
- Refer applications to the Development Review Board (DRB) when additional review or approval is required.
- Conduct site inspections to ensure compliance with approved permits and conditions.
- Investigate complaints and alleged zoning violations; issue notices of violation and pursue corrective action in coordination with the Selectboard and Town Attorney.
- Maintain accurate and organized records of all zoning permits, applications, and enforcement actions.
- Provide professional and technical assistance to the Planning Commission, DRB, and Selectboard.
- Assist the Planning Commission in the periodic review and amendment of zoning and subdivision regulations and the Town Plan.
- Serve as the primary point of contact for zoning and planning inquiries from residents, property owners, developers, and the general public.
- Mediate discussions between property owners, developers, and neighbors to resolve zoning or land-use-related disputes.
- Familiarity with regional and state agencies to facilitate the Town's development review and permitting process.

Administrative and Technical Responsibilities:

- Maintain organized, accessible electronic and paper files related to zoning and development activities.
- Implement and utilize municipal software systems to track zoning permits, inspections, and enforcement actions.
- Demonstrate proficiency with Microsoft Office Suite, GIS mapping software (e.g., ArcGIS or QGIS), and online collaboration tools (e.g., Teams, Zoom).
- Prepare departmental budget recommendations as needed.
- Attend relevant trainings and workshops to maintain current knowledge of Vermont land use law and best practices.

Requirements of Work:

- Working knowledge of 24 V.S.A. Chapter 117 and Vermont Planning and Development Act.
- Prior experience/knowledge of land use planning or a related field is preferred
- Ability to interpret zoning bylaws, read site plans, and review development proposals.
- Excellent organizational, analytical, and communication skills.
- Ability to manage multiple projects and meet deadlines.
- Strong interpersonal skills and ability to work with the public in a fair and consistent manner.
- Valid Vermont driver's license and reliable transportation.
- Regular attendance at evening meetings for Selectboard, DRB, and Planning Commission.
- Weekly schedule is a mix of meetings, appointments, and administrative tasks with set weekly office hours. Hourly compensation will be commensurate with experience and qualifications. Mileage and approved professional development expenses may be reimbursed.

Physical and Work Environment Requirements:

- Work is primarily performed in an office setting. A hybrid work model may be available with approval from the Selectboard.
- Must be able to sit or stand for extended periods.