

JOB DESCRIPTION OF ZONING ADMINISTRATOR TOWN OF SWANTON, VT

Appointment/Removal: Nominated by the Planning Commission and appointed by the Swanton Selectboard, for a three-year term as per 24 VSA Section 4448 when a vacancy exists. May be removed from office for cause after consultation with the Planning Commission. Compensation and terms of employment shall be set by the Selectboard and the Zoning Administrator shall be subject to the duly adopted personnel rules of the municipality.

Reports To: Town Administrator

Job Goal: To provide literal, impartial, objective, and consistent administration and enforcement of the Swanton Zoning Bylaws consistent with accepted zoning practice, the Municipal Plan and any other policies or regulations then in effect.

Specific Duties:

- 1) To literally enforce and administer the Swanton Zoning Bylaws.
- 2) To assist the public with completing permit applications and with understanding the requirements of the Swanton Zoning Bylaws. When appropriate, to seek the input of the Chairs of the Planning and Development Review Boards for clarification.
- 3) To process permit applications and requests for information in a timely manner consistent with requirements of the Zoning Bylaws. A friendly, courteous, and professional demeanor is required.
- 4) To refer any application needing further review before a permit can be issued to the Development Review Board for a public hearing.
- 5) To post and publish the necessary notices for public hearings and meetings before the Development Review Board and Planning Commission and mail copies of same to adjacent landowners or interested parties
- 6) To provide each member of the Development Review Board with complete applications in advance of public hearings as applicable
- 7) To attend public hearings and meetings, to provide information and objective advice on each land development application, and to assist the Development Review Board with preparation of written decisions and findings of fact and to transmit same to all parties as per requirements of state statutes and the Swanton Zoning Bylaws. To record and transcribe, and distribute the minutes of meetings and hearings in compliance with the open meeting law for the Planning Commission and the Development Review Board.
- 8) To review applications for conformance with requirements of the Zoning Bylaws, other applicable regulations, and policies in effect, and the Municipal Plan.
- 9) To post copies of issued permits and transmit same to the Listers as per state statute.
- 10) To issue Certificates of Occupancy and Certificates of Compliance when the terms of permit and the Swanton Zoning Bylaws have been met.
- 11) To prepare, distribute, and mail any documents and correspondence of the Development Review Board or Planning Commission as may be necessary.
- 12) To maintain a permit data base, filing system, and accounting system. Also to maintain accurate records of applications/permits requiring public hearings.

- 13) To prepare an annual report of permit activity and fee collection for inclusion in the Town Report.
- 14) To enforce Zoning Bylaws by investigating complaints and allegations of land use and zoning violations and take appropriate actions on behalf of the Town in accordance with state statutes. The preferred method for dealing with violations shall be voluntary compliance by the violator. When voluntary compliance is not possible, appropriate enforcement action shall be taken. Prior to requesting legal enforcement action through the Town Attorney, the Selectboard shall be consulted.
- 15) To patrol the Town for zoning violations and report findings to the Selectboard.
- 16) To represent the Town in legal proceedings, as necessary.
- 17) To administer driveway/right-of-way permit applications, consulting with the Highway Commissioner and Road Foreman.
- 18) Be a resource person to the respective Chairs in matters relating to parliamentary procedures, state statutes and the open meeting laws.
- 19) Other duties and tasks that may be assigned.

Qualifications:

- The number one qualification is the ability and willingness to learn and to apply oneself to the job at hand with a positive demeanor and an understanding that the Zoning Administrator serves the public.
- A thorough knowledge of Title 24, Ch. 117 and the purpose, practice, and theory of planning and zoning are necessary. An ability to learn and apply Swanton's Zoning Bylaw, Subdivision Regulations, and Municipal Plan is essential.
- Prior experience as a zoning administrator or similar experience is helpful.
- Excellent written and oral communication skills essential including writing and posting meeting agendas and public hearing notices.
- Good paper filing and computer filing and record keeping skills required.
- Ability to read and understand statutes and regulations, blueprints, site plans, and subdivision plats.
- Familiarity with environmental protection regulations, Vermont health regulations and flood zone regulations helpful.
- Computer skills including word processing, photo storage, search engine use, and data management required.
- Courteous, respectful, tactful, objective and fair attitude necessary. Must work well with the public.
- The ability to attend scheduled night meetings is required.
- Must have valid Vermont driver's license, good driving record, and an insured vehicle in good condition.
- Subject to background check.

July 16, 2026