



TOWN OF SHARON
Planning Administrator

Part-Time, Hourly

Reports to: Town Administrator (administrative); DRB/PC (technical)

OBJECTIVE/PURPOSE

In accordance with the Vermont Planning and Development Act and as outlined in 24 V.S.A. § 4301 and the Town of Sharon Subdivision Regulations Section 106, the Planning Administrator is responsible for administering the Town's land use regulations specifically the Subdivision Regulations.

After nomination by the Planning Commission, the Planning Administrator is appointed by the Selectboard to a three (3) year term. The Planning Administrator administratively reports to the Town Administrator with technical reporting responsibility to the Planning Commission and the Development Review Board

The Planning Administrator is expected to assist applicants and town officials in understanding the regulatory process and will facilitate hearings related to the subdivision review process.

The Planning Administrator is the person responsible for issuing and filing permits and for conducting enforcement actions under the Town's land use regulations and for maintaining associated permit files and databases.

WORK HOURS

This is a part-time, hourly position. The actual hours may vary based on variables such as the number of applications, required meetings, inquiries, etc. The Planning Administrator will have a minimum of eight (8) hours per week during which time they will be available to meet with applicants, conduct administrative tasks and/or work on special assignments. Evening meeting attendance is required. The PC/DRB typically meets the second Tuesday of the month at 7:00PM.

DUTIES AND RESPONSIBILITIES:

- Act as the Planning Administrator as outlined in 24 VSA §4448
- Assist applicants with the town permit approvals process and/or authorizations as required under the Town's subdivision regulations
- Review permits for compliance with municipal regulations and provide determinations on complete permit applications
- Provide technical support and administrative assistance to the PC/DRB during their meetings. This includes advising on municipal regulations, the potential impacts of proposed developments, appeals, and state statutes, including the Vermont Planning and Development Act and open meeting law
- Review site plans and consult with applicants and appropriate town agencies to ensure compliance with Town, regulations, ordinances, and planning standards
- Prepare and post agendas and meeting minutes pursuant to state open meeting laws
- Conduct site inspections as necessary to ensure that development complies with the town's regulations, issued permits, and required conditions of approval
- Attend meetings of the Selectboard upon request to present requested documents and information

- Enforce all violations of the regulations, including violations, in a timely manner, following appropriate processes and procedures
- Assist with the maintenance of records on the town website
- Serve as the custodian of permit records
- Assist with special projects assigned by the Town Administrator (e.g. records management, records digitization, policy research, processing Town permit applications, or other administrative tasks)
- Post and record notices, permits, approvals, and violations as required under state law, including filings with the Listers and Town Clerk.
- Provide input to the Selectboard, DRB, SPC regarding fees, application activity, regulatory requirements, and changes as well as upcoming issues
- Prepare an annual summary of permits and approvals issued for inclusion in the town report
- Other administrative duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- A background in land use, regional planning, and land development is preferred
- Must be able to develop a thorough understanding of the subdivision review process and purpose
- Experience with public recordkeeping or archival recordkeeping is preferred.
- Able to confidently and capably advise applicants throughout the subdivision review process and/or be willing to learn through direct instruction and online training
- Confidently enforce local regulations in a respectful and balanced manner with a commitment to a high level of public service
- Ability to work both independently and as part of a team
- Ability to communicate with a wide variety of people, both verbally and in writing
- Self-directed, self-controlled, courteous, tactful, detail-oriented and objective
- Ability to interpret maps, site plans, subdivision plats, and other technical renderings and details
- Ability to conduct site inspections on uneven terrain and under various weather conditions
- Ability to respond to requests from applicants in a thorough, competent and timely manner
- Ability to attend evening meetings
- Valid Driver's License required

TECHNOLOGY

- Proficient in Microsoft 365 particularly Outlook and Microsoft Word, as well as Dropbox and/or OneDrive
- Basic understanding of WordPress or similar platforms
- Familiarity with how to host hybrid meetings using Zoom and/or Microsoft Teams or willingness to learn

WORKING CONDITIONS

The Planning Administrator is subject to the Town's Conflict of Interest Policy and Personnel Policy. The Planning Administrator may not serve on the Development Review Board or Sharon Planning Commission. Additionally, the Administrator shall not represent or otherwise act on behalf of any interested person or party, except the Town of Sharon, in the appeal of any decision of the DRB or SPC to the Environmental Division of the Vermont Supreme Court.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Sharon is an Equal Employment Opportunity employer.

SIGNATURES

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date