

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Planner / Zoning Administrator	GRADE LEVEL:	16
CLASSIFICATION:	Non-Exempt (Part-Time)		

<u>Job Description:</u>	Interprets and administers Zoning Ordinance; reviews Zoning applications and acts as Town’s representative to the Zoning Board of Adjustment. Assists in plan reviews, inspections, and enforcement of applicable Town and state codes, ordinances, and regulations; investigates all applicable land use regulation and ordinance violations.
<u>Accountability:</u>	Works under the general administrative supervision of, and is accountable to, the Community Development Director.
<u>Equipment Used:</u>	General office equipment such as computer, workstation, tablet/mobile device, GPS equipment, drafting table, photocopier, fax machine, telephone, etc.
<u>Environment:</u>	Inside: <u>70 %</u> Outside: <u>30 %</u>

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Acts as the Zoning Administrator for the Town. Interprets, explains, administers, and enforces zoning, and applicable state and federal laws and regulations. 2. Acts as Town’s Staff representative before the Zoning Board of Adjustment in coordinating meeting and agendas, advising on legal and procedural issues, testifying, and providing staff support. May attend Zoning Board of Adjustment meetings. 3. Under the direction of the Community Development Director, assists in the review of applications for zoning approval, including site plans, subdivision plans, and conditional use, variance, and special exception applications. 4. Conducts site visits, prepares written analysis reports to the applicable review and approval body regarding application of the zoning regulations and makes recommendations regarding action to be taken. 5. Consults directly with property owners, contractors, attorneys, and other governmental officials relative to the interpretation and application of Town Zoning Ordinance and Land Use Regulations, and state statutes, and the preparation and submission of zoning relief applications. 6. Consults with and advises other personnel pertaining to the status of existing properties and situations in relation to compliance and conformity with codes and ordinances. 7. Receives violation reports and complaints; develops, maintains, and manages a tracking system of complaint and violation reports; communicates with complainants advising on enforcement activities. 8. Initiates investigations of Zoning Ordinance and Land Development violations; writes reports and letters; issues orders for corrective actions specifying violation and required abatement. 9. Under the direction of the Community Development Director, develops and issues binding administrative decisions on matters of dispute or interpretation relative to zoning. 10. Performs other community planning and zoning duties as assigned by the Community Development Director.
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Physical Activity Requirements:
Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS		OTHER PHYSICAL CONSIDERATIONS	
LIFT up to 10 lbs.:	Frequently	Twisting	Occasionally
LIFT 11 to 25 lbs.:	Occasionally	Bending:	Occasionally
LIFT 26 to 50 lbs.:	Occasionally	Crawling:	Rarely
LIFT over 50 lbs.:	Rarely	Squatting:	Occasionally
CARRY up to 10 lbs.:	Occasionally	Kneeling:	Occasionally
CARRY 11 to 25 lbs.:	Occasionally	Crouching:	Occasionally
CARRY 26 to 50 lbs.:	Occasionally	Climbing:	Rarely
CARRY over 50 lbs.:	Rarely	Balancing:	Rarely
REACH above shoulder height:	Occasionally	WORK SURFACE(S) Standard office desk and chair. Computer/copier. Carpet and vinyl flooring	
REACH at shoulder height:	Occasionally	DURING AN 4-HOUR DAY, EMPLOYEE IS REQUIRED TO:	
REACH below shoulder height:	Occasionally		
PUSH/PULL:	Occasionally		
HAND MANIPULATION			
Grasping:	Frequently	Consecutive Hours 1 2 3 4 5 6 7 8	Total Hours 1 2 3 4 5 6 7 8
Handling:	Frequently	Sit	1-2 2
Torquing:	Not required	Stand	1 1
Fingering:	Frequently	Walk	1 1
Controls and Equipment:	Required **		
Controls & Equipment** ✓ General office equipment, mobile devices, GPS Unit, digital camera, etc.			

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for the performance of duties.
Tasting & Smelling:	Not required for the performance of the function of this position.

Specific Vocational Preparation Requirement(s):

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days		181 days to 1 year		1 to 2 years
2 to 4 years	X	4 to 10 years		Over 10 years

<u>Required:</u>	Bachelor's degree from college or technical school in Planning & Development, public administration, geography or related field.
<u>Experience</u>	Four or more years of progressively responsible experience; or any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.
<u>Supervisory experience:</u>	Under the direction of the Community Development Director, may supervise the Building & Zoning Permit Clerk.
<u>Licensure/ Certification Requirements:</u>	Valid New Hampshire driver's license. Must use personal, inspected, insured and maintained vehicle. International Code Council certification as a zoning inspector is preferred.
<u>Other Training, and/or related Skills</u>	Familiarity with Geospatial Information Systems (GIS) and applications.
Summary of Occupational Exposures:	
<u>Summary of Occupational Exposures:</u>	Work is performed in an office or outdoors. The employee is exposed to cold and inclement weather and unsafe building conditions.
Other Considerations and Requirements:	
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date