

Londonderry Zoning Administrator/Floodplain Administrator Job Description

Summary

The Zoning Administrator/Floodplain Administrator oversees and enforces the Londonderry Zoning Bylaw, including the review and approval of Zoning and Access Permit applications, the inspection of land use activity and the processing of zoning violations, up to and including working with the Town Attorney in preparing non-compliance cases for Environmental Court hearings. The Zoning Administrator interfaces and with the Development Review Board and provides periodic updates and reports to the Select Board.

The Floodplain Administrator is responsible for the administration of applicable local and state floodplain regulations and ensuring that all land use activity within the Town complies with minimum National Flood Insurance Program standards.

The Zoning Administrator/Floodplain Administrator is a full time position which requires both office hours and field work, including the visiting and inspection of commercial and residential properties.

The Zoning Administrator/Floodplain Administrator is compensated at a rate set annually by the Select Board. The Zoning Administrator/Floodplain Administrator is subject to a six-month probationary period and annual performance reviews thereafter.

Qualifications

- Five years of experience in municipal zoning or equivalent experience in land use or planning administration.
- Organization skills, and the ability to balance multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Ability to interact effectively and calmly with the public under office and field conditions.
- A working knowledge of basic site preparation and building construction principles.
- An ability to understand regulatory and legal language.
- A basic knowledge of National Flood Insurance Program and flood mitigation concepts.
- Fluency in *Microsoft Office* and other common business software applications.
- A valid driver's license and insurance coverage allowing part-time use of a private vehicle for business purposes.

Duties and Responsibilities

- Review and approve Zoning Permit applications.
- Manage the life cycle of Zoning Permit applications, including the updating of property files and notification of approved permits to applicants, Lister, and Town Clerk.
- Maintain a master list of all Zoning Permit applications.
- Provide monthly tallies of new housing units to US Census Bureau.
- Inspect properties for compliance with the zoning regulations.
- Provide testimony to the Development Review Board and Environmental Court on zoning appeals.
- Evaluate and issue Certificates of Compliance at the request of the Development Review Board.
- Investigate complaints concerning land use activity within the Town.
- Meet with property owners, both in the office and in the field, to discuss proposed land use activities and to assist in the submission of Zoning Permit applications.
- Meet with property owners to negotiate the resolution of outstanding compliance issues.
- Prepare applications and supporting documentation for review by the Development Review Board.
- Create and distribute Development Review Board agendas.
- Notify abutting property owners of public hearings.
- Interface with the Town Clerk, Development Review Board, Health Officer, and other public officials to understand and resolve issues of zoning non-compliance as well as public health and safety.
- Maintain accurate, documented records of all Notices of Violations and communications with property owners.
- Communicate with State and Federal agencies, as necessary, to understand and process Zoning Permit applications which have potential environmental or floodplain impacts.
- Review and evaluate all land use activity within Special Flood Hazard Areas.
- Provide information about Base Flood Elevation to property owners and agencies involving land use activity within the Town.
- Notify FEMA of any changes to watercourses within the Town.
- Monitor the condition of the Williams Dam and report any changes to the Select Board.
- Provide input to the Planning Commission on updates to zoning regulations.