

JOB TITLE: Zoning Administrator

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Town Administrator

PRIMARY FUNCTIONS:

Oversees all day-to-day planning and zoning operations. Serves as the Town's coordinator of economic development. Coordinates the activities of the Planning and Zoning Commission and the Board of Zoning Appeals.

REQUIRED EDUCATION/KNOWLEDGE:

Requires a high school diploma with background and training in the fields of planning, zoning, and economic development. Must have at least two (2) years experience with municipal government. Must have experience with planning and zoning operations. Must possess good organizational skills and have good human relation skills in dealing with the public.

DUTIES:

1. Serves as the Town's Zoning Administrator and, as such, signs all necessary documents, issues Building Permits/Zoning Certificates.
2. Works directly with developers or developers' representatives on site plans. Reviews procedures and recommends changes as necessary. Keeps up-to-date records on all projects and their current status.
3. Works directly with appropriate County/State personnel when coordination is required or that relate to area(s) of responsibility. Attends TRC meetings or other meetings when Town projects require.
4. Makes on-site visits to ensure new building is proceeding in compliance with approved plans and/or Code.
5. Attends all meetings of the Planning and Zoning Commission. Develops in-service activities or information to improve the effectiveness of the Commission and has the following responsibilities:
 - a. Coordinates the agenda with the Chairperson,
 - b. Serves as Secretary to the Commission,
 - c. Distributes correspondence and necessary work materials for each meeting,
 - d. Prepares all necessary Commission correspondence, Code changes, etc.
 - e. Provides appropriate background information and suggestions.
 - f. Prepares Staff comments for Planning and Zoning reviews.
6. Attends all Board of Zoning Appeals hearings. Develops in-service activities or information to improve the effectiveness of the Board and has the following responsibilities:

- a. Provides appropriate background information or suggests guidance as necessary to the Board,
 - b. Assists in editing the Board of Zoning Appeals decisions to comply with legal language.
7. Assumes responsibility for efficient Zoning operations. Provides guidance to the Board of Zoning Appeals, the Planning and Zoning Commission, citizens, other governmental agencies, individual developers, and the Administrative Specialist.
 8. Assists with the enforcement of the Town's Code. Assists with correspondence in regard to Code violations. Ensures the monitoring of zoning compliance.
 9. Attends Council meetings as needed and reports on all planning and zoning activities.
 10. Assists with new home final inspections.
 11. Serves as the Town's coordinator of economic development.
 12. Acts as a liaison between the Town and other agencies (County, State, and Federal) in all aspects of planning and development.
 13. Analyzes all aspects of the Town's zoning and planning operations to ensure efficiency. Makes necessary administrative changes and suggests zoning and planning policy revisions to the Mayor and Council.
 14. Annually reviews and suggests revision for zoning and planning fee schedules, application forms, procedures, etc.
 15. Monitors and Administers Public Works Agreement(s) and Letter(s) of Credit as it relates to new Residential or Commercial construction.
 16. Actively seeks grants, loans, and other monetary assistance for the Town.
 17. Serves as the coordinator for the Town's enforcement, review, and revision of the Town's Comprehensive Plan.
 18. Assumes responsibility for the Town meeting all reporting requirements of County, State and Federal agencies in the areas of planning, zoning and economic development.
 19. Works with and provides assistance to the Town Administrator in project work and application processes.
 20. Is responsible for the administration of Cell Phone plans/repairs.
 21. Is responsible for updates to Town of Manchester Facebook page and will assist with updates to other social media outlets such as, but not limited to, Town of Manchester Webpage and Cable TV information channel.

22. Is responsible for and maintains all records as it relates to Rental Housing Licensing.
23. Assists Billing Specialist with Water/Sewer Billing as needed, or in their absence.
24. Is responsible for distribution of Code Book Updates.
25. Assists in greeting the public and provides information from inquiries.
26. Assists in answering incoming calls, messages, and routing communications to appropriate personnel.
27. Assists in scheduling Park Pavilion rentals and leases.
28. Performs all tasks including the operation of Town vehicles in a safe manner and will observe all safety precautions, rules and regulations and will attend staff safety meetings when required.
29. In order to keep the Town of Manchester a safe and healthy community, will report any code violations to the Town Administrator or code enforcement inspector, such as, but not limited to, tall grass, trash and debris, untagged vehicles and nuisances.
30. Will report any suspicious activity whether Town of Manchester property or not to law enforcement.
31. Will report any destruction of property of Town Equipment or facilities to law enforcement.
32. Works 37.5 -hours weekly with normal hours of 8:00 a.m. to 4:30 p.m. with an assigned one-hour lunch break. Flexibility in work schedule may be made due to after-hours meetings and duty commitments.
33. Performs other duties and services as may be assigned by the Mayor, Council and Town Administrator.