**Town of Chelsea: Zoning Administrator/E911 Coordinator**

**Department:** Town of Chelsea Zoning Department

**Status:** This is a part-time position - budgeted for approximately 10 hours per week - depending on workload. Current pay rate: $22.49

**Job Summary:** The Zoning Administrator works with Chelsea residents, property owners, and officials to make sure they understand the town’s zoning regulations and application process. The ZA processes zoning applications in a timely manner, schedules and facilitates hearings, and oversees compliance with the town’s zoning and land use regulations. The Zoning Administrator communicates both verbally and in writing with a variety of people, including applicants/citizens, town officials and boards. Site visits may be required and could consist of uneven terrain and in a variety of weather conditions.

**Supervision:** The Zoning Administrator is nominated by the Planning Commission and appointed by the Selectboard. Employment is on terms determined by the Selectboard. The Zoning Administrator will be appointed for a three-year (3) term. The Zoning Administrator position is subject to the Town’s Personnel Policies.

**Primary Duties and Responsibilities:**

* Be well-versed in all State of Vermont zoning Acts and statutes.
* Administer the zoning bylaws and land use regulations as written.
* Provide applicants/citizens with all forms required to obtain any municipal land use permit.
* Issue decisions or make referrals to the Development Review Board in a timely manner.
* Make appropriate site visits if needed.
* Ensure that all statutory notice requirements are complied with and provide all necessary assistance for applicants to meet their statutory requirements.
* Facilitate and attend meetings of the Development Review Board, record and transcribe their minutes, and draft and distribute for comment their decision documents.
* Issue and post zoning permits and provide copies to the Town Clerk.
* Serve as the E911 Coordinator for the Town; as required by 30 V.S.A. §7056 (a), the E911 coordinator serves as the liaison to the Vermont E911 Board on all database and mapping maintenance issues.
* The coordinator will maintain the municipal address system, the municipal E911 map, and the  
  Emergency Service Zone (ESZ) database and associated emergency service provider information.

**Minimum Qualifications:**

* Experience in development review and/or zoning administration.
* Preferred demonstration of experience in the land-use field.
* A desire to work as part of a team to initiate and perform detailed work with appropriate supervision.
* The ability to interact courteously, clearly, and in a timely manner with the public on potentially sensitive issues.
* Familiarity with zoning and subdivision bylaws and flood hazard area regulations.
* The ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively.
* Ability to read plans and drawings.
* Must demonstrate outstanding judgment.
* Must have good written and verbal skills and be highly organized.
* Must be proficient in Microsoft Office products and GIS.
* Must be able to attend evening meetings for the Design Review Board.

**Discrimination Policy:** The Town of Chelsea condemns racism and welcomes all persons regardless of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age or disability and wants everyone to feel safe and welcome in our community. As a town, we formally condemn discrimination in all its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all our actions, policies and operating procedures reflect this commitment.

**Please direct all inquiries and resumes to:**

Tierney Farago, Town Administrator  
PO Box 266 Chelsea, VT 05038  
Or submit via email: [town.administrator@chelseavt.us](mailto:town.administrator@chelseavt.us)