

Pomfret Seeks Zoning Administrator

The Town of Pomfret is seeking a Zoning Administrator (ZA). The ZA works closely with the Planning Commission (PC), the Zoning Board of Adjustment (ZBA), and the Selectboard. The ZA is hired under a contract and appointed by the Selectboard to a three (3) year term.

Essential responsibilities include:

1. - Guiding zoning applicants through the permitting process and providing information regarding state and federal permits as prescribed by law.
- 2- Review permits for compliance with municipal regulations and provide determination on complete permit applications.
- 3- Provide assistance to the PC, the ZBA, and the Selectboard during any meetings held by them. This includes advising them on municipal regulations, the potential impacts of proposed developments, appeals, state statutes, and state open meeting laws.
- 4- Prepare and post meeting notifications and agendas pursuant to state meeting laws.
- 5-Prepare and post meeting minutes pursuant to state open meeting laws.
- 6- Conduct site inspections relevant to municipal and state regulations on an as-needed basis.
- 7- Enforce local zoning regulations and ordinances, conducting investigations of possible zoning violations.
- 8- Compose reports on zoning items for all boards and comities on an as-needed basis.
- 9- Maintain all physical and digital zoning records, including logs, and establish a new or build on the existing filing system.

The Town of Pomfret operates a small office, and as such, the fulfillment of some additional responsibilities may be expected. These include:

- Working with the Town Treasurer and Town Clerk, assisting with the maintenance of records on the Town's website, assisting with public communications on an as-needed basis, including drafting public announcements for distribution via the local list-serv.
- Monitoring state permitting which may impact Pomfret, including Act 250 and Public Utility Commission filings.
- Participate in external trainings and information sessions so as to build institutional knowledge of best practices, changes in state/federal law, and the availability of grants.

Please contact John Moore, clerk of the Planning Commission at jmooreinc@gmail.com or 239 404 3615