

Town of Conway, NH

Position Title **Zoning Administrator**

Department **Planning**

Job Type **Full-Time Preferred / Part-Time Considered**

Job Summary This position is responsible for overseeing the implementation and enforcement of the Zoning Ordinance under supervision of the Director of Planning & Development and Assistant Planner. The Zoning Administrator also serves as the staff advisor to the Zoning Board of Adjustment.

Duties and Responsibilities:

- Administer and enforce the Zoning Ordinance, serving as the primary resource to the public on related regulations. This position will assist the public with interpreting the Zoning Ordinance, processing related applications, and resolving compliance issues.
- Serve as the staff advisor to the Zoning Board of Adjustment (ZBA). Specific duties to include:
 - Receiving applications, reviewing for completeness, and publicly noticing each submission;
 - Preparing and distributing application materials to ZBA members;
 - Attending monthly ZBA meetings;
 - Preparing Notice of Decisions;
 - Coordinating, reviewing, and maintaining ZBA meeting minutes;
 - Coordinate ZBA meeting broadcasts and recordings;
 - Maintain ZBA webpage with the Executive Assistant.
- Review and issue decisions for administrative permits, as defined within the Zoning Ordinance;
- Identify when zoning enforcement actions are necessary and work with property owners to resolve related compliance issues.
- Manage and work to resolve land-use related complaints, when received from the public;
- Works closely with and assist other Town departments with zoning related needs;
- Act as Conway's Floodplain Administrator;
- Perform other duties as may be necessary or assigned.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively both orally and in writing; prepare and present technical information clearly; establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, elected officials, and the public.
- Ability to establish and maintain effective relationships with Town staff, elected officials, and the public;
- Must be detail oriented, have excellent organizational skills, and value consistent follow-through on tasks;
- Proficient computer skills, primarily with Microsoft Office;
- Comfortable working directly with the public, independently, and outside of Town Hall.

Minimum Qualifications Desired

- Any combination of education and experience equivalent to 2-years of experience in municipal planning or zoning, enforcement of land-use regulations, public administration, or related field.
- Must possess or be able to obtain, within thirty (30) days of hire, a valid New Hampshire driver's license.