

Town of West Tisbury, MA

POSITION: Zoning Board Administrator Appeals

DEPARTMENT: Zoning Board of Appeals

Position Purpose:

This position provides professional and administrative support related to the daily operations of the Zoning Board of Appeals. This role administers and coordinates all aspects of application-related activities pursuant to the Zoning Bylaws and MGL 40a of the Zoning Acts. This role performs all other projects as assigned by the Chairman of the Board; performs all other related work as required.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by policy and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Chairperson.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Interacts with town departments, businesses, non-profits, the general public, town officials, and town counsel.

Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Processes all incoming applications: answers questions regarding land use, application requirements, and reviews forms for accuracy and compliance with local and state regulations.

Organizes Zoning Board of Appeals meetings and hearing agendas, posts meeting notices with the town clerk, arranges for publication of legal notices, compiles information for meetings and notifies abutters.

Attends meetings, records, transcribes and distributes the minutes, and drafts decisions to files with the Town Clerk and notifies parties of interest.

Acts as a liaison between the Zoning Board of Appeals and the Town; interacts with the public to provide information and assistance regarding procedures for filing requests for petition applications, Board findings and provides forms and instructions both in person and over the phone.

Consults and analyzes the Zoning Bylaws for each application to ascertain that the Section of the Bylaw listed on the application is correct. Sometimes collaborates with other town departments upon receipt of the new application.

Compiles all related documents for review at the hearing. Files decisions with Town Clerk within 14 days of the hearings, sending copies to applicant agent and abutters who may have requested notification of decision.

Advises public on land uses under zoning; publicizes all legal notices, hearings, meetings, and other essential information.

Deposits filing fees and pays bills.

Prepares budget and year-end annual report.

Organizes and maintains comprehensive files and databases.

Ensures compliance with filing guidelines.

Maintains knowledge of government rules and regulations pertaining to the Zoning Board of Appeals and all its functions and relationships.

Processes mail, types, files, faxes, collates, makes phone calls and performs other clerical duties as necessary.

Data enters all applications into the GEO computer system.

Drafts the ZBA Town Report.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Degree required, Associate's preferred; 2 - 4 years of Administrative experience or related field preferred; experience working with computers; experience working with the public

and responding to customer service requests or any equivalent combination of education, training and experience.

Special Requirements:

A valid Massachusetts motor vehicle license is required; Notary Public a plus.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the municipal zoning administration process, basic knowledge of the zoning functions of municipal government, basic understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and collaborate with others; ability to communicate effectively; ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public; ability to recognize town-wide priorities and work cooperatively to support their accomplishment; ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure; ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills; excellent written and verbal communication skills, excellent computer skills including MS Office applications. Skill in the use of the above mentioned equipment

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Occasionally lifts/moves objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)