

TOWN OF SANBORNTON

POSITION: Land Use Coordinator
FLSA: Full-Time Non-Exempt

REPORTS TO: Town Administrator
UPDATED: April 2024

JOB DESCRIPTION – Land Use Coordinator

JOB SUMMARY

The Land Use Coordinator is responsible for administering and enforcing the Town of Sanbornton's Zoning Ordinance as well as assisting the public with land use permits and processes. This position works in conjunction with the Planning and Assessing departments to ensure current use, exemptions and building permits are in compliance with Town and State regulations.

SUPERVISION RECEIVED

This position works under the general direction of the Town Administrator.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

Essential duties and other important responsibilities may include, but are not limited to the following:

Zoning Enforcement

- Conducts inspections in order to take necessary enforcement actions on matters related to land use within the Town as regulated by municipal ordinances, policies and codes of the Town of Sanbornton, along with other applicable local and state land use regulations and statutes. Reports information to applicable Town Departments and State agencies as necessary.
- Assists the general public in understanding and complying with the requirements of the town's Zoning Ordinance, policies and codes, and other applicable local and state land use regulations.
- Assists applicants with the completion of applications/permits to includes the collection of associated fees (for submittal to the Town's Finances Department), and timely review of the applications/permits for either approval or denial, recommendations for resubmittal or referral appropriate Town Departments and Town Boards.
- Provides technical support to the Zoning Board on applicant variance and special exception requests.
- Supports and provides recommendations to the Board of Selectmen and the Planning Board as it relates to development and enforcement of the Town's Zoning Ordinance, policies and codes.
- Maintains accurate records and keeps the Town Administrator abreast of any necessary enforcement needed or related issues that may arise.
- Acts as the Town's Health Officer who coordinates with the Town Fire Department and other

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officials in administration and enforcement of the Town's Zoning Ordinance, policies and codes, and health and life safety codes.

- Prepares annual report for inclusion in the Town's Annual Report.
- Assists the Town Administrator in preparation of the Zoning Enforcement Budget.
- Organizes approved building permits and flags properties needing reviews.
- Organizes approved and recorded subdivisions, lot line adjustments and voluntary mergers for tax map updates.
- Processes applications for current use and issues land change tax.
- Coordinates communication with State agencies regarding assessing or land use activities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in the administration and enforcement of land use and or zoning regulations, as well as knowledge of State and Federal laws and regulations pertaining to land use. Must be able to analyze, interpret and apply municipal land use ordinances, laws and regulations as it pertains to the Town of Sanbornton. Have the ability to read and interpret site plans, land development plans, building plans and construction drawings. Must be able to maintain effective working relationships with town department personnel, town officials, outside agencies, applicants, contractors and the general public. Strong communication skills, ability to work independently and problem solve using independent judgment and self-motivation and the ability to prepare and present effectively oral and written material relating to municipal zoning, with reasonable accommodations.

MINIMUM QUALIFICATIONS

Bachelor's degree in land use or related field, plus 3 years' experience in administration and enforcement of land use and/or zoning regulations. Or any equivalent combination of educational and experience with demonstrated possession of required knowledge, skills and abilities to perform the essential duties of this job.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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.

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required; for detecting odors such as electrical smoke, noxious gasses, etc. smelling is required. Required to use hands to handle and feel objects, tools or controls; required to reach with hands and arms. Physical effort necessary in duties requiring walking, standing, bending and lifting. Regularly works outdoors under varying and extreme weather conditions. Work requires standing and walking on

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rough, wet or slippery surfaces; including: dirt, asphalt and concrete. Exposure to minor injuries such as cuts and bruises, exposure to long periods of sunlight and insects such as bees.

Employee Signature: _____ **Date** _____