



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Zoning Administrator
UNION: B.P.M.A.
LOCATION: Planning & Community Development/Town Hall
DATE AVAILABLE: July 1, 2015
SALARY: M13 - \$63,753.61 - \$75,571.39

QUALIFICATIONS:

Master's Degree in community planning, urban planning or urban studies, land use, public administration, engineering, or a related field with a minimum of three (3) years of experience in zoning administration or planning within a municipality, a comparable state or federal agency or experience in the private sector in which the position was directly related to and required a similar skill set. Alternatively, a Bachelor's Degree in community planning, urban planning or urban studies, land use, public administration, engineering, or a related field with a minimum of five (5) years of experience in zoning administration or planning within a municipality, a comparable state or federal agency, or experience in the private sector in which the position was directly related to and required a similar skill set. Must possess a valid motor vehicle operator's license.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: May 1, 2015 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184
or email to : kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved: March 23, 2015
Grade: M-13
Union: BPMA
Appointing Authority: Director
Of Planning and Community
Development

ZONING ADMINISTRATOR

Definition

The Zoning Administrator is a professional position within the Department of Planning and Community Development reporting directly to the Director of Planning and Community Development. The Zoning Administrator interacts with the Building Division reviewing the initial submission of building permits in accordance with the administration's departmental guidance document. Also provides technical review of all Zoning Board of Appeal applications that require relief under the Zoning By-laws or Ordinances. The position serves as the single point of reference for applicants in advising and directing them of all relief permits required under all Town By-laws in accordance with the administration's departmental guidance document.

Supervision

Works under the direction of the Director of Planning and Community Development

Work Environment

Work is typically performed indoors, under typical office conditions with occasional necessity for outdoor site visits with exposure to variable weather conditions, loud noises and hazards associated with construction sites.

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.

Serves as primary staff to Zoning Board of Appeals. Prepares schedule of all Zoning Board of Appeals meetings and application deadlines. Posts all meeting notices for Zoning Board of Appeals in compliance with the Open Meeting Law. Prepares all agendas and legal advertisements for petitions filed with Zoning Board of Appeals.

Acts as liaison between the Zoning Board of Appeals, Mayor's Office, Town Council, and all other Town departments in matters relating to Zoning Board of Appeals agenda items.

Attends all Zoning Board of Appeals meetings. Analyzes all Zoning Board of Appeal petitions and provides an outline of relief sought to the Zoning Board of Appeals identifying whether the petitioner seeks a variance and/or finding under Chapter 40A, Section 6, or a permit under the Town's Zoning By-laws or Ordinances. Offers technical support to the Zoning Board of Appeals.

Presents information to Zoning Board of Appeals. Prepares correspondence and reports for Zoning Board of Appeals. Offers recommendations for appropriate conditions to be incorporated into Zoning Board Decisions.

Drafts all Zoning Board of Appeals decision for review by Town Solicitor. Prepares minutes of all Zoning Board of Appeals meetings. Files all Zoning Board decisions with the Office of the Town Clerk.

Maintains all Zoning Board of Appeals files, including but not limited to, prior Zoning Board of Appeals decisions and plans. Maintains and works to improve computerized database systems, Zoning Board of Appeals forms and the department website.

Reviews applications for building permits and sign permits to determine compliance with the Town's Zoning By-laws or Ordinances and/or whether zoning relief is required under G.L. Chapter 40A of General Laws Chapter 40B and in accordance with the administration's departmental guidance document. When zoning relief is required, the Zoning Administrator identifies the applicable provisions under General Laws Chapter 40A, Chapter 40B and/or the Town's Zoning By-laws and Ordinances and assists each applicant through each phase of the application process. If a Special Permit or Site Plan Review from the Planning Board is required, the Zoning Administrator shall coordinate contact of applicant with the Department of Planning and Community Development, and, subject to the assignment of projects by the Director of Planning and Community Development, may assist the applicant through the appropriate application process.

Manages, tracks, and coordinates the intake and review of all applications to the Zoning Board of Appeals.

Provides technical review of all Zoning Board of Appeals applications. Reviews and interprets building, site, architectural and related plans, drawings and specifications. Advises Zoning Board of Appeals and applicants on the form, content, and accuracy of plans, drawings and related documents submitted to the Zoning Board of Appeals.

Researches relevant changes in Zoning By-laws or Ordinances and prior zoning relief sought or granted for a particular parcel which may impact an application; identifies provisions under General Laws Chapter 40A, or the Town's Zoning By-laws or Ordinances for which relief is sought. When necessary, the Zoning Administrator shall

perform a site visit. If a variance is sought, the Zoning Administrator shall analyze the applicant's basis for hardship, and if a finding is required under General Laws Chapter 40A, Section 6, the Zoning Administrator shall offer the Zoning Board of Appeals observations regarding the character of the neighborhood, and the potential impact of the proposed project on the surrounding neighborhood.

Must be able to identify and analyze issues associated with each application, including but not limited to pre-existing nonconforming structures and uses, grandfathered status, abandonment, and the merger doctrine. Shall be conversant in case law defining and interpreting such issues. The Zoning Administrator shall follow up with applicants to produce any necessary documentation, such as title examinations, subdivision plans, or zoning history.

Coordinates with and obtains input from other Town Departments, including but not limited to the Mayor's Office, the Department of Public Works, and the Department of Municipal Licenses and Inspections. Consults with Treasurer/Collector office to confirm payment of all taxes, fees and other payments owed to Town prior to issuance of any decision or permit.

Attends Planning Board meetings where recommendations on Zoning Board of Appeals applications are discussed.

Assists in drafting amendments to Zoning By-laws/Ordinances. Monitors State zoning legislation and court cases to determine their impact on the Town.

Serves as secondary Principal Planner. Reviews and processes all types of applications pursuant to General Laws Chapter 41 – the Subdivision Control Law, General Laws Chapter 40A – the Zoning Act, Chapter 40B – the Comprehensive Permit Act, and the Town's Zoning By-laws/Ordinances, including coordination of every phase of the permitting process and monitoring the project from construction through As-Built Approval. Duties include, but are not limited to: conducting plan review, technical analysis, coordination of site visits, circulating the application to other departments for input, responding to neighborhood concerns, meeting with members of the public when warranted, preparation of staff reports, providing recommendations on waivers from Planning Board Rules and Regulations where applicable, and drafting Planning Board decisions.

Prepares reports and gathers data for Town Solicitor related to zoning and land use litigation.

Coordinates with applicants, Treasurer/Collector and Town Solicitor to receive and maintain surety accounts, performance bonds, covenants, and letters of credit, in forms acceptable to the Town, as may be applicable to a particular project. Maintains accurate records regarding same.

Provides direction and oversight of any outside consultant retained by the Town for peer review of Zoning Board of Appeals Applications.

Provides assistance to the public and to other Town departments by answering questions relating to zoning and other land use questions under the jurisdiction of the Zoning Board of Appeals or the Planning Board, including the ability to provide general assistance to the public in the absence of other department personnel.

Performs special projects and other related duties as required, by the Director of Planning and Community Development.

Maintains regular and predictable attendance.

Recommended Minimum Qualifications

Education/Experience

Master's Degree in community planning, urban planning or urban studies, land use, public administration, engineering, or a related field with a minimum of three (3) years of experience in zoning administration or planning within a municipality, a comparable state or federal agency or experience in the private sector in which the position was directly related to and required a similar skill set. Alternatively, a Bachelor's Degree in community planning, urban planning or urban studies, land use, public administration, engineering, or a related field with a minimum of five (5) years of experience in zoning administration or planning within a municipality, a comparable state or federal agency, or experience in the private sector in which the position was directly related to and required a similar skill set.

Special, Requirements

A valid motor vehicle operator's license.

Knowledge, Ability and Skill

Working knowledge of municipal government. Working knowledge of Massachusetts General Law Chapter 40A, Chapter 40B, and Chapter 41.

Knowledge of federal, state and local laws and regulations pertaining to planning and zoning.

Proven organizational skills.

Excellent communication skills both oral and written.

Ability to work independently and make appropriate decisions with minimal supervision.

Ability to analyze plans and applications and prepare written reports with recommendations.

Attend relevant training session and professional meetings to improve technical knowledge and develop network with municipal peers.

Capacity to establish and maintain effective working relations with other Town departments, related state agencies, developers and members of the general public.

Ability to use email, internet, Geographic Information Systems, Microsoft Office products, web page software and other software applications required to perform duties and responsibilities of the position.

Position requires attendance at meetings outside of normal business hours; must be available to attend Zoning Board of Appeals meetings on a monthly basis and Planning Board meetings as needed.

Physical Requirements

Minimal physical effort is required to perform this job. The employee is required to stand, walk, talk and listen. Specific vision requirements include the ability to read routine and complex documents, detailed plans and view a computer monitor. Ability to operate an automobile.