



Effective Date: November 1, 2021

Organization: City of Barre, Vermont, USA

Position Title: Permit Administrator

Classification: Non- Exempt

Department: Planning Permitting and Assessing

Supervisor: Director of Planning Permitting and Assessing

Summary/Objective

The Permit Administrator is responsible for the day to day administration of all of the land use permits and ordinances including zoning, building, electrical, flood hazard, signs, rental inspections, and vacant building registration. The employee answers inquiries from the public regarding what permits are necessary for a given project and what requirements must be met for approval.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reviews, approves or denies permit applications for compliance with the City Ordinances and bylaws.
2. Assists the public by providing land use regulations, reviewing proposed development and assisting with the approval process.
3. Administers, reviews, updates ordinances that relate to permitting for the City.
4. Enter zoning permit data as necessary in the municipal permit database and issues all permits in accordance with state statutes and city regulations.
5. Prepare reports for applications to be reviewed by the Development Review Board (DRB), and prepare draft findings of fact and conclusions of law for DRB decisions.
6. Defend denials of zoning permit applications when the denial is appealed to the DRB.
7. Responsible for coordinating with the City Code Enforcement and the Fire Department to schedule rental inspections and track violations
8. Monitors and tracks compliance with the permit criteria in conjunction with Code Enforcement and the Fire Marshall.
9. Investigate possible zoning violations and pursue enforcement when necessary. In their role as the Assistant Administrative Officer, and in accordance with state statute, they shall institute in the name of the municipality any appropriate action to prevent construction or use constituting a violation.
10. Serves as the designated City Zoning Administrator.
11. Serves as the primary staff for Development Review Board.

12. Coordinates all aspects of Development Review Board support including staff advisor, agenda preparation, review of applications, preparing written decisions, and preparing minutes.
13. Serves as the primary contact person for public information on all regulations and ordinances as they pertain to permitting.
14. Works with Department Director on special projects including grant writing and management
15. Assists the Director of Planning, Permitting and Assessing with reviewing and drafting changes to current ordinances and plans.
16. Performs all other tasks as assigned by the Department Director and/or City Manager

Necessary Knowledge, Skills and Abilities

1. Demonstrated experience in permitting, land-use or a related field preferred.
2. Bachelor's degree or relevant work experience in planning or a related field is desired.
3. Experience administering Flood Hazard Regulations and familiarity with the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program
4. A current Certification as a Floodplain Manager (CFM) or willingness to become a CFM
5. Ability to read plans and drawings, and additional experience with ArcGIS mapping software preferable
6. Ability and willingness to attend evening meetings, particularly DRB meetings
7. Knowledge of modern office equipment (*Printers, Copiers, Scanners, faxes etc.*), practices and procedures.
8. Proficiency with computers, including word processing, database management, the Internet, and other technologies, as well as an aptitude for learning new applications required to accomplish various tasks
9. Accurate data entry skills with great attention to detail
10. Being an effective team player
11. Ability to organize, prioritize, maintain multiple tasks and deadlines, and to manage time effectively
12. Ability to communicate clearly in English, both orally and in writing.
13. Ability to deal courteously and tactfully with the staff, vendors and the public.
14. Ability to make decisions in accordance with laws, ordinances, regulations, and established policies and procedures.

Supervisory Responsibility

This position has no supervisory authority and reports directly to the Director of Planning, Permitting and Assessing Services. This position will work with other City of Barre staff to provide assistance in the completion of duties as discussed above.

Physical Demands

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.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment when needed.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Performed rarely
Lift over 50 lbs.:	N/A	Squatting:	Performed frequently
		Kneeling:	Performed frequently
Carry up to 10 lbs.:	Performed regularly	Crouching:	Performed frequently
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Performed rarely
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed		
Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:	
Reach below shoulder height:	Performed frequently	Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This position by its nature is designed to be a combination of office work and periodic field time. The majority of the work will be done in an office environment.
2. The noise level in the work environment is usually low.

Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. with an hour lunch time. However, the position requires the ability to periodically work during nonstandard hours for DRB meetings or when the need arises and is approved by the director.

Travel

Local travel will be required around the City of Barre to properties.

Additional Eligibility Qualifications

Valid Drivers License

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.