

# **Mountain Lakes District Zoning Officer Job Description**

**Job Title:** Zoning Officer

**Department:** Planning Board

**FLSA Classification:** Non-Exempt Permanent Part-Time

**Pay Level:** Hourly – Range \$16 to \$22

**Reports to:** MLD Commissioners and Planning Board

## **Position Type/Expected Hours:**

Part-Time Permanent Employee – 10-15 hours per month. Additional hours may be necessary during seasons of high activity.

**Job Summary:** This position performs a broad range of responsible work relative to the administration and enforcement of the MLD Zoning Ordinance and works closely with members of the Mountain Lakes Planning Board (PB), the Board of Commissioners, the District Administrator, and the Facility and Water Manager. Supervision and direction comes from the PB and Commissioners.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Administration of the District Zoning Ordinance (last amended 2019)**

- Responsible for the overall administration and enforcement of the MLD zoning ordinance as directed by the PB.
- Must be thoroughly familiar with the Zoning Ordinance and use of the forms required within it (i.e. Zoning Permit Application, Construction Questionnaire, Zoning Compliance Checklist (ZCC), Observation and Incident Reports (OIRs), Notice of Violation (NOV), etc.)
- Reviews all Zoning Permit Applications for completeness through one or more physical site visits. Verifies accuracy of applicant's information on all forms. Verifies all requirements are completed for the ZCC.
- Signs and comments on all Zoning Permit Applications with recommendations for PB review and action. Submits recommendations to the PB as close as practicable to the scheduled monthly PB meetings.

### **B. Zoning Enforcement**

- Performs weekly inspection duties throughout Mountain Lakes District and records all relevant observations on OIRs. In the case of violations, identifies the property location by tax-map and lot number, and street address if possible, and references the portion of the MLD zoning ordinance being violated.
- Offers, in writing or verbally, recommendations regarding potential zoning ordinance changes, amendments, permit fee structures, and zoning forms as well as solutions to any problems encountered in the administration of the zoning ordinance.

- Makes reasonable efforts to work with property owners to resolve violations. If initial efforts fail, will issue without undue delay and in communication with the PB and District Administrative Assistant, written Notice of Violation to ordinance violators.
- Investigates all OIRs filed with the District Office and reports findings back to the Office in five business days.

**C. Office Administration**

- Administers and follows procedures and policies established for the updating of forms and records, in cooperation with the District Administrative Assistant and the PB.
- Files monthly reports (Zoning Permit Tracking Form and Incident Report Tracking Form) to include the status of all permits, ZCCs and OIRs. Files monthly reports on enforcement actions taken and unresolved matters. The reporting requirements are to be completed as close as practicable to the scheduled monthly PB meetings.

**D. Duties & Responsibilities**

- Assists the general public, applicants, builders, developers and their representatives with zoning inquiries, proposals and applications.
- Maintains a polite, informative and professional manner at all times.
- Performs other duties as may be specified by the zoning ordinance or the PB, and accepts other applicable duties as may be directed by the PB or Commissioners.

**E. Supervisory Responsibilities**

None at this time.

**F. Requirements**

- Competencies
  - Knowledge of state and local codes, regulations and ordinances relating to code enforcement operations.
  - Knowledge of the street system and geography of the MLD
  - Ability to complete assignments successfully and in a timely manner.
  - Ability to provide input relative to planning, organizing and evaluating the effectiveness of the zoning enforcement effort.
  - Ability to communicate effectively in oral and written form.
  - Ability to establish and maintain effective working relationships with District officials and employees, as well as Town Officials and employees, and state and federal authorities, civic leaders and the general public.
- Skills required include:
  - The ability to use tact, discretion, initiative and independent judgment within established guidelines.
  - The ability to research, compile and summarize a variety of information.
  - The ability to organize work, set priorities, meet deadlines, and follow-up on assignments with minimal supervision.

- The ability to maintain detailed records and organized files.
- The ability to use word processing, GIS mapping and other computer software.
- The ability to use general office machines – phone, copier, fax, camera.
  
- Education/Experience
  - HS diploma or equivalent
  - Valid NH driver's license
  - Previous zoning/code enforcement or related work a plus
  
- Work authorization/security clearance:
  - U.S. Citizen or authorized to work in the U.S.

**Work Environment/Physical Demands:**

The work environment characteristics as described herein are representative of those a contracted employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is typically performed in an office and at inspection sites. While performing the duties of this job, the employee may be exposed to moving mechanical parts; heights; cramped spaces; tunnels, ditches, and other hazards related to construction sites and equipment; loud noises and vibrations; dirt; fumes; gases and airborne particles; dilapidated structures and buildings; outside weather conditions; construction debris and electric shock. The work may require the use of protective devices such as masks, goggles, gloves, hard hat and or foot protection. Work may involve working under conditions of stress and physical discomfort.

**Travel**

The employee is required to travel throughout MLD during weekly inspections. The employee is also required to travel frequently to the District Office for paper-work related duties and certain meetings. The Zoning Officer will be attending, unless otherwise notified, all PB meetings. He or she is also expected to attend Commissioners’ meetings and those of the Zoning Board (when so requested) to report and advise on matters of zoning administration or enforcement. Mileage reimbursement will be provided.

**EEO Statement:** MLD is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disabilities, marital status, veteran status, political affiliation, or any other factor protected by law.