



Belmont Planning Board
Town of Belmont, NH
Job Posting
Planning and Zoning Administrator

The Belmont Planning Board is seeking an experienced, self-motivated, detail-oriented, communicative, and respectful individual to fill the new Department Head position of Planning and Zoning Administrator in a fast-paced land use suite. The successful candidate will be hands-on, leading the Land Use staff to a continued goal of *service-first*, technical and professional, to residents, applicants, professionals, and Land Use Board members. The Planning and Zoning Administrator is employed by the Planning Board, consisting of elected officials. The ideal candidate would have experience working with elected officials, patience for handling difficult situations, and the ability to navigate municipal politics.

The Planning and Zoning Administrator also plays an integral part of the Town of Belmont organization in anticipating and meeting the needs of the community. Duties include review and assistance from project conception to occupancy and future condition compliance, zoning administration and providing assistance and guidance to Land Use Boards; creating a positive relationship between development and the needs of the full community through a participatory planning and design process.

Candidates shall have a Bachelor's degree in planning or related field, with five years of relevant municipal experience in, and a thorough practical knowledge of, planning and land use in the State of New Hampshire, or an equivalent combination of education and experience; excellent oral and written communication skills; and the ability to educate as well as regulate. Long-range planning and future development analysis are important components of this position, but are secondary to the successful daily operation of our land use system. The cyclical nature of the Land Use Boards' schedules demands a candidate who is able to prioritize, delegate, and reallocate time and resources, theirs and others, as required by caseloads. Flexibility, dedication, determination, and the ability to come up with creative solutions when faced with unexpected challenges that may impact meeting deadlines is essential.

This is a full-time, salaried position with a competitive benefits package and a supportive and collegial working atmosphere. Salary commensurate with experience. The Town of Belmont is an Equal Opportunity Employer. Complete job description available online at <http://www.belmontnh.gov> or by contacting the Town Planner's office.

E-mail resume, letter of interest, and list of references to Sarah Whearty, Town Planner, at planner@belmontnh.gov. Resumes and cover letters will be reviewed starting Thursday, December 22, 2022, however, the position shall remain open until filled. EOE.

Date of Notice: December 5, 2022