



**BELMONT PLANNING BOARD**  
**Town of Belmont**

JOB TITLE: Planning and Zoning Administrator 12/5/22  
DEPARTMENT: Land Use  
STATUS: Full-Time, Non-Exempt  
SALARY: \$70,000-\$91,000 DOQ

**JOB SUMMARY:** The Planning and Zoning Administrator performs administrative, technical and office duties to support the Planning and Zoning Boards and Conservation Commission. The Planning and Zoning Administrator manages the Land Use Office consisting of three full-time staff. The Land Use Office also provides support and assistance to other Town departments including, but not limited to, the Building Department, Assessing, Department of Public Works and Administration. Provides professional and technical assistance to the community in developing both physical and philosophical solutions to the long-term sustainability of Belmont's environment and economy. Encourages a positive relationship between development and the needs of the community through a participatory planning and design process. The ideal candidate would have experience working with elected officials, patience for handling difficult situations, and the ability to navigate municipal politics.

Reviews and determines compliance to Zoning and other Ordinances and Regulations for all development application (building permits, subdivisions, site plans, mergers, and boundary line adjustments). Coordinates all aspects of development projects from design through construction and operation; assures compliance with all applicable ordinances and regulations; protects individual property rights; provides assistance with community planning projects and provides officials, departments and the public with information on all land use related issues.

**MAJOR DUTIES** (The listed examples are illustrative only, and may not include all duties found in this position):

**Boards:**

- Attends and participates in Planning Board and Zoning Board of Adjustment meetings and provides guidance, recommendations, interpretations and outlines available options.
- Reviews all applications and provides thorough reports to Land Use Boards on those applications and projects including history, aspects of current proposals, other department concerns, compliance and other design considerations.
- Coordinates interaction between land use boards, conservation commission, and Board of Selectmen.
- As Zoning Administrator, reviews all applications (including building, site plan, subdivision, driveway, home occupation, change of commercial tenant, sign, variance, special exception, equitable waiver, rehearing, boundary line adjustment, excavation, appeal, merger, etc.) for compliance to applicable zoning and land use regulations and issues legally supportable orders and decisions as separately regulated by the BOS and Planning Board.
- Assists the Boards in developing and applying compliant, respectful, efficient, and effective Rules of Administrative Procedure.
- Sets items for meeting agendas.
- Prepares and presents possible zoning amendments to the Planning Board annually.
- Coordinates and facilitates the interaction (appointing, hiring, participation, etc.) of the Boards and Commissions with special subcommittees, consultants, outside agencies and other service providers.

**Community:**

- Provides general assistance to other departments, boards, citizens, applicants, realtors, the business community, and other professionals on land use matters.
- Develops processes for seamless multi-board and customer service.
- Liaisons on land use matters to counsel, state and federal agency representatives, other departments, and

officials.

- Works directly with applicants to cure nonconformities.
- Works with applicants and professionals on the development and review of site plan and subdivision plans.
- Explains the intent and applicability of ordinances and regulations.
- Organizes, attends, and participates in Application Review Committee meetings. Reviews and comments on all applications. Distributes application materials to other departments. Creates and distributes agendas and minutes.
- Works directly with landowners, the Code Enforcement Officer, and counsel regarding violations of land use regulations and conditions of land use approvals.
- Coordinates/performs applicable post approval duties regarding approved/under construction development (including coordinating construction inspection staff, change orders, monitoring all conditions of approval, security, recording, issuing certificates of compliance).
- Works with Town Administrator and other Departments and develops the process and protocol for major projects such as road inventory, emergency management, hazard mitigation, information technology, property evaluation and acquisition, building/facilities improvements/replacements, major State Highway improvement projects, community sidewalk construction projects, comprehensive road management program, traffic studies, private road acceptance and emergency lanes.
- Works with other staff members and Boards to accomplish open space and other real estate rights acquisitions.

Administrative:

- 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.
- Creates a Land Use Department that can operate effectively for the future success of the organization through the absence or loss of any staff member.
- Maintains a professional demeanor when navigating municipal politics and exhibits patience and skill in responding to inherently difficult individuals or situations arising from providing quality public service.
- Supervises and manages three full time Land Use Staff and frequently assists Building Department Staff.
- Prioritizes and schedules staff support functions to meet legal noticing requirements.
- Coordinates staff and independent consultants for the technical review of development plans and for construction inspections for approved plans.
- Sets security amounts and collects, administers, and releases security as warranted.
- Prepares long-range plans for the orderly growth and development of the Town.
- Develops goals and objectives, reviews past plans, identifies trends, compiles data, conducts surveys, researches, and analyzes sample plans, makes presentations in working sessions and public hearings and documents action on plans.
- Facilitates and presents training opportunities to staff and land use board members.
- Uses courses, workshops, and other opportunities to stay abreast of updates and new methods regarding land use development.
- Drafts new ordinances and regulations as necessary.
- Prepares, presents, and administers land use and conservation commission annual budgets.
- Maintains, tracks, and recommends disbursements from the Town's escrow account in coordination with the Finance Director.
- Provides information for and updates the land use web pages.
- Coordinates and facilitates the Town's CIP Program with the Town Administrator.
- Coordinates and facilitates updates to the Town's Master Plan.
- Markets the Boards and the Community through presentations, business newsletters, articles, high quality customer service, etc.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the principals and practices of Town planning, land use, and environmental law.
- Knowledge of State laws and Town ordinances pertaining to Town and regional planning.
- Knowledge of municipal finance.
- Skill in interpersonal relations, team building, and staff management.
- Skill in the use of computers.
- Ability to read and understand plans, drainage reports, soil reports, traffic memos, and other components of site plan and subdivision application submittals.
- Ability to communicate effectively orally and in writing.
- Ability to analyze planning and code enforcement problems.
- Ability to establish and maintain effective working relationships with department heads, officials, outside agencies, civic leaders, and the general public.

**SUPERVISION:**

This position provides supervision to 3 full time staff and assists the part-time building clerk. The Planning and Zoning Administrator is employed by and is supervised by the elected Planning Board.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Planning or related field, plus five years' experience of progressively responsible experience with community planning, at least two of which shall have been with a city or town, or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Preference may be given to more experienced candidates with several years' practical professional planning experience.
- Experience in applying innovative zoning techniques.
- Familiarity with New Hampshire land use law.
- AICP Planner Certification desirable but not required.
- Course work related to environmental issues.

**Physical Requirements:**

*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.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, building plans weighing up to 10 pounds, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.