

Town of Greensboro

Job Description – Zoning Administrator

Position Title: Zoning Administrator

Reports To: Greensboro Selectboard

Appointed By: Selectboard

FLSA Status: Exempt

Hours: 20 hours/week paid hourly

Employment Type: Appointed Position (Term of three years or as determined by Selectboard)

Work Location: Greensboro Town Office

Last Revised: January 2026

Position Summary

The Zoning Administrator is responsible for administering and enforcing the Town of Greensboro's Zoning Bylaw and related land use regulations in accordance with 24 V.S.A. Chapter 117 and local policies. The Zoning Administrator provides information, technical assistance, and guidance to the public regarding zoning and development standards; reviews and issues zoning permits; and ensures that land use activities comply with municipal and state regulations.

The position requires a balance of technical knowledge, communication skill, and impartial judgment. The Zoning Administrator serves as a resource to the Development Review Board (DRB) and Planning Commission, and acts as the primary contact for residents, property owners, contractors, and other stakeholders regarding land use regulations.

Essential Duties and Responsibilities

1. Zoning Administration and Enforcement

- Review all zoning permit applications for completeness and compliance with the Town's Zoning and Flood Hazard Regulations.
- Issue or deny zoning permits based on conformity with the Greensboro Zoning Bylaws and applicable state and federal regulations.
- Maintain accurate and up-to-date records of all permit applications, decisions, and zoning determinations.
- Conduct site visits, inspections, and field verifications as necessary to ensure compliance with approved permits.
- Investigate and document potential zoning violations and pursue enforcement actions in accordance with 24 V.S.A. § 4451-4454 and Selectboard direction.
- Prepare written notices of violation and coordinate enforcement efforts with the Selectboard and

Town Attorney as needed.

2. Support to Development Review Board (DRB) and Planning Commission

- Serve as staff support to the DRB by preparing meeting materials, posting and warning hearings, and providing technical and procedural assistance.
- Attend all DRB meetings, record proceedings, and prepare, post, and maintain official minutes in accordance with Vermont's Open Meeting Law (1 V.S.A. §§ 310–314).
- Assist in drafting written findings and conditions of approval for DRB decisions.
- Work cooperatively with the Planning Commission to implement the Town Plan and recommend zoning amendments or administrative improvements.
- Maintain the official zoning map and ensure consistency with adopted bylaws and the Town Plan.

3. Public Communication and Education

- Provide accurate information to property owners, developers, surveyors, and the general public regarding zoning requirements, application procedures, and review timelines.
- Assist residents in understanding the Town's zoning and land use processes, maintaining fairness and neutrality.
- Respond to inquiries in person, by phone, and in writing in a timely and professional manner.
- Maintain confidentiality and impartiality in all administrative and enforcement actions.

4. Records and Reporting

- Maintain the official zoning files, maps, and permit records as public documents in accordance with state records laws.
- Coordinate with the Town Clerk to ensure proper filing and indexing of permits and decisions.

5. Coordination and Interdepartmental Work

- Work collaboratively with the Town Clerk, Listers, Health Officer, Road Foreman, and State agencies on matters related to land use, access, and environmental compliance.
- Participate in staff meetings or regional planning sessions as requested.
- Keep informed of changes in Vermont's land use statutes and municipal planning best practices.

6. Other Duties

- Attend training sessions, workshops, and regional planning meetings as needed to maintain knowledge and certification.
- Perform related duties as assigned by the Selectboard or required by law.
- Perform other duties as assigned by the Selectboard and Development Review Board.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.