

TOWN OF TIVERTON

Seeking Applicants for:

Land Use Administrator

The Town of Tiverton, RI seeks an experienced Land Use Administrator to support the Town Planning and Zoning functions. The Land Use administrator will be required to possess a strong knowledge of zoning issues, be effective advising the Planning and Zoning Boards as well as the public, enforcing Town Zoning Ordinances, and manage clerical support. The position requires a person with good writing, leadership, and communication skills.

Graduation from an accredited college or university with a B.A. or B.S. Degree is required. The Town is seeking an applicant with five (5) years of progressively responsible experience in zoning, land use and/or administration. The Town will consider equivalent combination of education and experience.

A complete job description is available at www.tiverton.ri.gov.

Use application process at www.EmploymentApp.com/TivertonRI or submit cover letter and resume to: Tiverton Personnel Board, ATTN: Land Use Administrator, P.O. Box 38, Tiverton, RI 02878 no later than 4:00 PM on November 22, 2017.

The Town of Tiverton is an EEO/AA employer.

SUMMARY OF DUTIES

The Land Use Administrator is an official in the planning, zoning, building, and code enforcement organization of the Town of Tiverton government responsible for the sound administration of processing land use applications and development plans, zoning or planning interpretations, and zoning code enforcement. In addition, he/she shall provide administrative support to the Planning Board as their designated Administrative Officer. The Land Use Administrator shall attend and participate in Zoning Board and Town Council meetings as assigned at the discretion of the Town Administrator. Finally, the Land Use Administrator shall serve as the public's main point of contact on all matters concerning land use and zoning requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Duties

This position supports a Planning and Zoning Department Head and Town Administrator in the execution of land use and development matters.

Manages assigned workload to achieve goals within available resources.

Supervises clerical support activities.

Supports activities with other departments and agencies as needed.

Provides expertise and assistance in the formulation of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

Makes presentations to boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Specific Duties

Administers the zoning, land development and subdivision regulations for the Planning Board and the Town.

As the zoning official, enforces all applicable Town of Tiverton zoning codes; issues correction notices and citations; coordinates the enforcement efforts with the building official, planning department, town engineer, department of public works, and other local officials responsible for the enforcement or execution of elements of the local regulations.

Meets with applicants and assisting in the development of the applications, coordinating all proposed land development projects and subdivisions with applicable federal, state and local laws.

Works with outside agencies such as Statewide Planning and DEM.

Serves as the Administrative Officer (A/O) to the Planning Board. Specific duties of the A/O as prescribed by RIGL 45-23-55 include:

- Advises applicants of submission requirements and procedures for review and approval.
- Certifies an application as complete (or not) with the required period from date of submission; if complete, manages the application time clock through all phases of the planning approval process.
- Monitors the status of all ongoing development with regards to their construction, inspection, and performance guarantee status.
- Prepares Planning Board agendas and drafts minutes and decisions.
- Serves as chair of the Technical Review Committee (TRC); drafts written comments of the TRC for the Planning Board.
- Oversees review, approval, recording, and enforcement provisions of land use and subdivision regulations.

QUALIFICATIONS

Education/Experience

Graduation from an accredited college or university with a B.A. or B.S. Degree is required. A Master's Degree in Planning or a related field is preferred.

Five (5) years of progressively responsible experience in zoning, land use and/or administration.

The Town will consider equivalent combination of education and experience.

Knowledge/Skills

Strong leadership skills are necessary. The ability to communicate effectively with industry professionals, members of the general public, and appointed and elected officials is necessary. Excellent writing skills are required.

The applicant must be familiar with the relevant areas of the law, including but not limited to:

- State of Rhode Island Open Meetings Act.
- State of Rhode Island Access to Public Records Act.
- State of Rhode Island enabling statutes for local zoning regulation of land development
- State of Rhode Island statutes associated with water resource management, stormwater management and wetlands protection.
- Town of Tiverton Zoning Code.
- Town of Tiverton Land Development and Subdivision Regulations.
- Town of Tiverton Comprehensive Community Plan

The applicant must possess computer literacy, including email, word processing, schedule, and document management.

Physical Demands/Work Environment

This position requires both in office work and in field activity. Specifically, the applicant will be required to visit possible zoning violation sites in the Town.

Evening meeting attendance is an essential part of this position. The applicant must have scheduling flexibility.

The applicant must hold a valid driver's license.