



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## ASSOCIATE PLANNER - DEVELOPMENT REVIEW PLANNING AND ZONING

**POSTING DATE:** November 5, 2015

**RATE OF PAY:** \$48,587

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** November 19, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 17

**UNION:** Non-Union

This position is responsible for assisting in the administration of the City's land use and development regulations. Responsibilities include processing zoning and subdivision applications, providing information and assistance to the public and permit applicants, assisting with research and drafting of zoning amendments, and providing staff and technical support for review boards and the Planning Commission.

### ESSENTIAL JOB FUNCTIONS:

- Provide information and assistance to the public and applicants on subjects such as:
  - zoning and subdivision permit applications, and submission requirements;
  - zoning and subdivision permit application review process and applicable regulations;
  - board and commission meetings, decisions, and procedures;
  - zoning complaints, permit compliance, violations and enforcement; and,
  - City zoning ordinance, subdivision regulations, and municipal plans and policies.
- Provide direction and assistance to applicants in meeting applicable regulatory requirements for proposed development, and in preparing the necessary submission materials required for a zoning or subdivision permit application.
- Examine received permit application submission materials for completeness in accordance with applicable regulatory requirements and department procedures.
- Conduct site visits as necessary.
- Review and take the appropriate action, in consultation with other department staff as appropriate, on assigned permit applications subject to administrative review in conformance applicable regulatory requirements (including zoning, subdivision and impact fee regulations) and department procedures.
- Enter and maintain permit application data in the AMANDA permit system and other record keeping systems in accordance with department procedures.
- Provide assistance as needed to the Code Enforcement Office in oversight of compliance with zoning regulations and permit conditions.
- Provide assistance as needed in preparing technical planning & zoning studies, including preparation of Draft ordinance amendments, in response to requests by the Planning Commission and City Council.
- Provide assistance with preparation of agendas and notices in collaboration with the other department staff;
- Provide assistance as needed at counter for customer service, application intake and permit issuance in accordance with department procedures.
- Provide assistance as needed with maintaining departmental records and filing systems, including maintenance of applicable resolutions, ordinances, meeting minutes and other related material, in accordance with City retention requirements and storage schedule.
- Provide assistance as needed in ensuring proper public notification of all public meetings of department-supported boards and commissions in accordance with department procedures.
- Attend board and commission meetings, hearings, and deliberative sessions as necessary.

- Maintain positive and collaborative working relationships with other City and non-city departments and agencies involved in the development review and permitting process.
- Maintain positive public relations in providing information, soliciting community input, and handling public concerns.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- A Bachelor's Degree in Urban Planning, Geography, Architecture, Landscape Architecture, Engineering, Public Administration, Natural Resources, Historic Preservation or closely related field, and a minimum of two (2) years' experience in municipal planning including zoning administration is required.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to read and understand plats, plans, blueprints, elevations, photometric studies, landscaping plans, construction detail submissions, specification sheets, traffic studies, lighting plans, shading analyses, consultant reports, or other related documents.
- Ability to obtain working knowledge of city development regulations (zoning and subdivision), and pertinent state and local regulations and statutes, and to read development plans and other technical planning documents is required.
- Working knowledge of Geographic Information Systems, and other computer applications applied to planning practice, analysis, and research is required.
- Ability to operate traditional office equipment including desktop and laptop computers and associated software, copiers, scanners, projectors, etc. and troubleshoot common problems as necessary.
- Professionalism, tact, and discretion in addressing controversial and emotionally charged issues.
- Ability to establish and maintain positive and effective employee and public relations, and in diffusing conflicts with and between applicants and affected residents.
- Ability to work effectively with project applicants, city boards and commissions, and the public in a professional and courteous manner.
- Ability to communicate effectively in writing, orally, and graphically and excellent interpersonal skills are required.
- Ability to work as part of the customer service team in a fast-paced, complex, detail-oriented office environment that features many repetitive tasks and deadlines.
- Ability to work independently, manage, and prioritize multiple initiatives, and to engage in collaborative decision-making.
- Interest in contributing to the City of Burlington, and improving the quality and effectiveness of governmental services.
- Commitment to on-going professional education and training to enhance job-based knowledge and expertise.
- Regular attendance at evening, and sometimes weekend, meetings is required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.