



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## CLERK PLANNING & ZONING

**POSTING DATE: December 16, 2014**

**RATE OF PAY: \$19.12**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**DEADLINE TO APPLY: January 9, 2015**

**POSITION STATUS: Regular Full Time**

**CLASSIFICATION GRADE: 14**

**UNION: N/A**

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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Provides administrative and paraprofessional support for the Department of Planning and Zoning. In addition, this position is responsible for initial processing of permit applications, and for review of selected minor project zoning permit applications.

#### **ESSENTIAL FUNCTIONS:**

- Meeting and greeting walk-in and telephone customers, and provide direct assistance at counter for customer inquiries, zoning permit application intake and zoning permit issuance in accordance with department procedures.
- Provide information on subjects such as:
  - zoning applications, permits, and submission requirements;
  - zoning application review process;
  - board and commission meetings and decisions, and processes;
  - zoning complaints and violations; and,
  - City zoning ordinance and municipal plans and policies.
  - Provide assistance to applicants with the forms and information needed to submit an application for a zoning permit.
  - Explain the permitting process and how it pertains to properties and areas throughout the city.
- Receive and examine permit application forms and submission materials to ensure that all of the required information is included at the time of submission in accordance with department procedures.
- Review and make recommendations for action on selected minor project zoning permit applications in conformance with city ordinances and department procedures.
- Enter and maintain permit application data in the AMANDA permit system and other record keeping systems in accordance with department procedures.
- Maintain 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 research support as may be requested by other department staff to research, compile and organize information from land records, surveys, maps, permits and other legal documents for various properties.
- Schedule and secure accessible locations for all meetings of department-supported boards and commissions and any associated subcommittees.
- Provide assistance as needed with preparation of agendas and notices in collaboration with the respective department staff;
- Ensure proper public notification of all public meetings of department-supported boards and commissions in accordance with city and state requirements including maintenance of mailing lists, and distribution of agendas, notices and staff comments to applicants, property owners, board members, media outlets and interested parties in advance of meetings in accordance with department procedures.
- Attend board and commission meetings, hearings, and deliberative sessions as necessary, to record official minutes, and prepare minutes for signature and distribution within the required time frame.
- Provide assistance as needed in recording and depositing all department revenues in accordance with

procedures established by the CAO's Office.

- Provide assistance as needed in preparing, recording, and processing department expense vouchers and interdepartmental transfers for payment of department in accordance with procedures established by the CAO's Office.
- Provide assistance as needed in researching and purchasing all office supplies in accordance with procedures established by the CAO's Office, and ensuring all general office supplies are maintained at appropriate levels.
- Provide assistance as needed in processing incoming and outgoing department mail.
- Other duties as assigned.

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

- Associate's Degree; and, five (5) years of experience in a customer service and/or office management/administration capacity is required. Experience in land development, permitting, and/or government administration capacity is preferred.
- Bachelor's Degree in urban planning, community development, geography, natural resource planning, architecture, landscape architecture, engineering, public administration, or closely related field is preferred and can be substituted for experience.
- Ability to communicate effectively orally and in writing, and excellent interpersonal skills are required.
- Ability to work independently and 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 interact professionally, and to establish and maintain positive relations with co-workers, supervisor, staff, public officials, general public, and other departments.
- Ability to manage, and prioritize multiple initiatives, and to engage in collaborative decision-making.
- Ability to apply tact and discretion in addressing controversial and emotionally charged issues.
- Familiarity with municipal planning and zoning ordinances and related state statutes is preferred.
- Interest in contributing to the City of Burlington, and improving the quality and effectiveness of governmental services.
- Ability to read and understand site plans and building elevations, and learn and comprehend technical planning and zoning information.
- Ability to learn and maintain knowledge of the Departments purpose, objectives, legal requirements, operations, policies, and procedures.
- 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.
- Ability to operate traditional office equipment including desktop and laptop computers and associated software, copiers, scanners, etc., accurately type a minimum of 60 words per minute, and troubleshoot common problems as necessary.
- Some evening work is required to attend public meetings to take minutes (approx. one evening per week).

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**To Apply: Submit resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., 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.**