



TOWN OF NEWPORT, NH
Zoning Administrator

Zoning Administrator. The Town of Newport, NH (pop. 6,500), situated in beautiful southwestern New Hampshire, seeks qualified candidates for this part-time (34 hours/week) position. Duties include inspecting and reviewing all phases of construction work for compliance with applicable codes and ordinances. Duties are varied and require knowledge of department operations, office and information management systems and Town procedures and policies. Minimum requirements for this position include Associates Degree, Bachelor's Degree in related field preferred; 5 – 7 years of progressive experience; or any equivalent combination of education, training and experience. NH driver's license required. Interested and qualified candidates are encouraged to review the complete job description for this position at www.newportnh.gov. Salary range of \$21.58 - \$29.13 per hour DOQ. Please submit resumes electronically to the Town Manager's Office, Town of Newport, 15 Sunapee Street, Newport, NH 03773 (jdufour@newportnh.gov) by the close of business on 1/06/20. Questions, please contact Joanne Dufour, M-F, 8:00 am to 5:00 pm at (603) 863-1877. The Town of Newport is an Equal Opportunity Employer.

Position Purpose:

Performs professional and technical duties for the Zoning Department. This role is responsible for inspecting and reviewing all phases of construction work for compliance with applicable codes and ordinances. Duties are varied and require knowledge of department operations, office and information management systems and Town procedures and policies. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Reviews all applications for building construction and improvement permits and demolition of structures, according to all State and local codes.
- Provides technical and administrative support to the Zoning Board of Adjustment relative to appeals of code interpretations and rulings.
- Reviews development plans, including schematic building and site drawings to ensure compliance with all state and local building, electrical, plumbing, gas, mechanical, safety,
- Enforces national, state, and local codes: identifies code violations, recommends modifications to construction projects, notifies the proper authorities of continuing violations, and coordinates the prosecution of violations with law enforcement officials.
- Maintains liaison with the Fire Department.
- Responds to questions and explains ordinances to property owners, contractors, and the general public; interprets the meaning of code requirements and stipulations.
- Prepares and administers annual Department budget and monitors its expenditures, prepares quarterly report to the Board of Selectmen.
- Reviews and provides technical advice on all Zoning Board of Adjustment applications. Determines extent of review needed.
- Assists in review of local codes and ordinances; recommends changes as appropriate
- Oversees all related code enforcing laws applicable.
- Coordinates with lawyers, real estate agents and banks regarding property history.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Associate Degree required, Bachelor's Degree in related field preferred; Five to seven (5-7) years of progressive experience; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Advanced knowledge of all applicable Town laws, building, planning and zoning ordinances, permit fees. Advanced working knowledge of office operations and practices, knowledge of the principals and practices of commercial, industrial, and residential construction, knowledge of structural, electrical, gas, mechanical, plumbing, and fire prevention codes for building construction.

Ability: Ability to deal with the public tactfully and effectively. Ability to communicate effectively. Ability to operate standard office equipment. Ability to change direction and refocus between tasks. Ability to lead the work of others.

Skill: Excellent organizational skills, excellent mathematical skills, skill in reading site plans, excellent measurement skills, excellent written and verbal communication skills. Strong customer service skills. Proficient with computers and software.

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.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Certain tasks require the ability to view computer screens for extended periods of time.

Supervision:

Supervision Scope: Performs highly responsible functions of complexity outside of the guidelines of established procedures. Questions are referred to the Supervisor.

Supervision Received: Work is performed under the direction of the Town Manager

Supervision Given: Supervises the Building Inspector and Administrative Assistant.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, real estate agents, property owners, attorneys, and Town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information, including personnel records and pending court action from the Town Counsel.
- Errors could result in delays or loss of service.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)