



Job Title	Zoning Specialist
Department	Planning & Community Development Department
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

Under the direct supervision of the Director of Planning and Community and in conjunction with the Chair of the Zoning Board of Appeals, performs professional, administrative and technical assistance to the ZBA. Position assists and advises persons seeking interpretation of the Town's Zoning By-Laws; responds to questions on zoning, planning and affordable housing (40B) matters and assists applicants in working through the regulatory process of the ZBA. Position requires attendance at all ZBA meetings. Provides general professional/technical support to the Planning and Community Development Department.

Supervision

Received	Director of Planning & Community Development
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Administers ZBA permitting activities for all special permits, variances, Comprehensive Permit Applications and building commissioner appeals, including administration of all duties related to public hearings; assists petitioners with applications and procedures; coordinates plan reviews with all affected Town departments.
- Reviews ZBA applications and coordinates with applicants to assure completeness prior to public hearing; schedules and attends meetings with staff and applicants, providing input on administrative tasks such as scheduling, process, required documentation and nature of proposal.
- Coordinates and consults as part of the ZBA application's technical administrative review with permitting departments, Boards and Commissions; facilitates communications between permitting departments, board and applicant to ensure concerns raised are adequately addressed prior to the public hearing; engages Town Counsel on behalf of the ZBA's requests for legal counsel on matters before the Board or for legal consultation; attends monthly Planning Administrative Review meetings updating the Town's building construction team on ZBA projects.
- Preparation for ZBA public meetings and hearings in accordance with Public Meeting Laws including development of Agenda, compilation of supporting information and packets for Board, preparing legal ads, creation and distribution of abutter notices.

- Staffs and attends all ZBA meetings; takes minutes; assists in discussion, including making presentations on issues when requested.
- Coordinates site visits to analyze and assess proposed conditions and acts as resource to ZBA for questions and requests for information.
- Works with permitting department staffs to verify compliance with ZBA conditions; reviews and authorizes ZBA compliance on Building Department's electronic permitting system for building and occupancy reviews.
- Assists the Director with the preparation of the ZBA budget; collects application fees and maintains a reconciling accounting of the funds.
- Maintains all ZBA files and records; develops, implements and maintains ZBA databases and automated tracking systems; prepares the ZBA Annual Report;
- Prepares ZBA decisions and finalizes the decision with ZBA member authors. Files and distributes notice of decisions in accordance with MGL 40A and 40B, the Town's Zoning By-Law, and the Rules and Regulations of the ZBA.
- Responsible for updating and maintaining all ZBA official documents to reflect current Zoning By-Laws and ZBA Rules and Regulations. Drafts proposed revisions and newly created By-laws based on policy direction from ZBA.
- Responds to public inquiries and advises applicants, developers, builders, realtors, citizens and property owners relative to interpretation of the MGL 40A and 40B, Town's Zoning By-Law, and Rules and Regulations of the ZBA.
- Responsible for maintenance of ZBA Website; coordinates with Needham Cable's municipal producer to insure the successful broadcast of the ZBA monthly meeting.
- May assist the Planning and Community Development Department in site plan and development impact reviews of limited complexity; assists in studies and/or projects including, but not limited to: 40B, Zoning By-Laws amendments or the creation of the new Zoning By-laws with consultation from the Board of Appeals, land use, open space, housing, economic development and transportation; and may provide staff support to the Planning Board and other Boards and Committees as needed.
- Applies professional skills and knowledge to planning projects including the collection of data and statistics, performing preliminary analysis, and preparing maps and reports of moderate complexity.
- Performs other duties as assigned by the Director of Planning and Community Development and ZBA Chair.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Bachelor's degree in planning or related field and two years of experience in land use planning, zoning, development or related field.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Massachusetts General Laws, Chapter 40A, and Chapter 40B and basic principles and practices of planning or zoning and associated law, bylaws, and rules and regulations • Effective writing techniques • Principles and practices of research and data collection
Ability to	• Prepare routine correspondence and reports. • Understand, learn, interpret and explain policies and procedures and to apply such guidelines appropriately to different situations. • Read and interpret plans, maps and charts • Interact effectively and tactfully with a wide variety of individuals including management personnel, other department staff, outside professionals and members of the public. • Communicate clearly and concisely with others, both verbally and in writing. • Maintain confidentiality of sensitive information consistent with rules for public disclosure. • Prioritize multiple tasks and deal effectively with interruptions. • Perform detailed work accurately and efficiently within strict deadline. • Conduct independent research and to analyze and interpret results. • Work independently or in team environment as needed
Skill in	• Microsoft Windows and Office Suite applications – Word, Excel, Outlook, Calendar, Adobe Pro. • GIS preferred.

Necessary Special Requirements

None

Physical Demands

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.

- Standard office environment, subject to normal variations in temperature, noise, etc.
- Frequent interruptions to assist internal and external customers on the phone or in person.
- May spend extended periods at computer terminal, on telephone, or operating other office machines.
- Work requires travel within Town and requires attendance at evening meetings.
- Regular lifting and carrying of files, documents, records, etc.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer