

LAND USE COORDINATOR
Job Description

General Description:

Under the direction of the Town Planner - shall assist with the administration of the planning and zoning department for the Town & Village of Woodstock.

Duties & Responsibilities:

1. Customer Service - greet and assist general public including property owners, title searchers, lawyers, realtors, contractors seeking general information about the zoning process. Interpret zoning regulations, flood maps and critical analysis areas of all maps.
2. Provide applicants with appropriate application & worksheets for proposed projects.
3. Receive applications and review for completeness; inform applicants if additional information is needed.
4. Type applications in computer, print out administrative permits, building cards, Notice of Hearings for abutters/applicant and Permit Request Cards according to office checklists.
5. Prepare permits and certificate of occupancy documents.
6. Mail original permits to owners with copies to co-applicants/agents and to Listers.
7. Mail Change of Use, new Single-Family Construction Permits and Final Certificate of Occupancy documents to Ambulance/ Fire Chief with floor plans/site plans.
8. Prepare and mail agenda packets for Board and Commission meetings.
9. Warn and notice public meetings and hearings as requested by Zoning Administrator.
10. Proof board/commission minutes prepared by Town Planner and email to boards.
11. Type Notice of Decisions for the chairman to sign; mail originals to applicants/agents.
12. Post agendas and draft minutes onto website and information boards.
13. Process Property Transfers: update parcel maps, add new owners on grand list.
14. Record Permits, Certificate of Occupancy and Denial of applications with Town Clerk.
15. Update individual parcel files with permits and other information.
16. Email permit ads & Notice of Hearings ads to newspaper.
17. Work in conjunction with 911 Coordinator
18. Format and type newly drafted Town/Village Regulations and Town Plan.
19. Prepare end-of-year report for Administrative Officer.
20. Perform other duties as assigned by director of planning and zoning.

Qualifications:

1. *Essential:* ability to communicate effectively with public.
2. Highly organized, detail oriented, self-motivated, and skilled in customer service.
3. Must be able to work well in a team-oriented, cooperative environment.
4. Computer skills, database, word processing, on-line research, website management skills.
5. Ability to work in a confidential manner.

This position is a 40-hour per week job which include municipal benefits.

The pay scale shall be \$22.50 - \$25.00 per hour, depending on qualifications.

This position is open until filled.

Equal Opportunity Employer:

Woodstock is an equal opportunity employee. All personnel transactions are based on merit and job-related qualifications without regard to race, ethnicity, color, sex, sexual orientation, gender identity, national origin, religion, age veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).