

ASSISTANT TOWN PLANNER/ZONING ADMINISTRATOR

Performs professional, administrative, and technical support on land use issues for the Town, primarily through the Planning Committee. Assists the Planning Director by providing technical assistance on all planning issues, reviewing, and coordinating all aspects of site plan review, subdivision review, special permits, and zoning bylaw changes and attend Planning Commission and Development Review Board meetings. Following a 6-Month training period, the Assistant Planner will be appointed Zoning Administrator by the Board of Selectmen, as may be charged to manage the Town's Short Term Rental program.

The Town of Killington ("Town") is located in the northeast corner of Rutland County, Vermont, comprising an area of 30,976 acres. As of 2020, Killington has a permanent year-round population of approximately 1,407 people, though it is capable of accommodating up to 20,000 visitors. From humble beginnings as Sherburne, an early 19th century farm community, the Town has gradually evolved into a year-round resort with a reputation for world-class skiing. Killington is well-defined by two peaks that grace the Green Mountain range. Killington Peak is the second highest mountaintop in Vermont at 4,241 feet. Pico Mountain is notable for establishing the first commercial ski resort in the State in 1937. Yet Killington also holds a diversity of assets that make the Town an incredible place to work, live, and play. A diverse array of natural areas, hiking trails, mountain bike courses, community events, dining venues, night clubs, and more give Killington its truly unique flavor.

TYPICAL FUNCTIONS

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, conditional use permits, variances, and other proposals.

- Acts as liaison between community groups, government agencies, developers, and elected officials in developing neighborhood plans.
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations.
- Interfaces with the public and strives to achieve consensus.
- Oversees the work of consultants and interns.
- Conducts field evaluations and assessments.
- Assists in the preparation of grant applications and provides grant management services.
- Attends substantial number of evening meetings
- Issue Permits in accordance with the requirements of zoning bylaws in effect.
- Assist landowners and interested parties with required forms and provide information and local permit requirements.
- Post and/or advertise notices/permits as required by Vermont State Statute.
- Enforce all violations of the bylaws, including notices of violations in a timely manner.
- Participate in appeals by explaining the action that is under appeal and presenting evidence to support action.
- Provide input to the Selectboard, Developmental Review Board and Planning Commission regarding fees, application activity, regulatory requirements and changes as well as upcoming issues.
- Post and maintain regular office hours that are reasonable and accessible to the citizens of Killington.

TYPICAL KNOWLEDGE

- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, and database management
- GIS programs and applications

Planning & Zoning
Tel: 802-422-3241, x3
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TYPICAL SKILLS

- Excellent oral communication and interpersonal skills
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment.
- Ability to attend to details while keeping big-picture goals in mind.
- Effective written and verbal communication skills
- Ability to facilitate in-person and virtual public participation activities.

MINIMUM QUALIFICATIONS

The minimum requirement for this position is a bachelor's degree in urban planning, architecture, public policy, or related area of study. This is an entry level position and recent grads are highly encouraged to apply. Starting salary is \$55,000/year.

Please direct all inquiries and resumes to the Town Manager:

Michael Ramsey

Mail PO Box 429, Killington, VT

Email townmanager@killingtontown.com

Phone 802-422-3241 ext. 2