

**TOWN OF COLCHESTER
JOB DESCRIPTION**

Position: Development Manager

Reports to: Planning & Zoning Director

Department: Planning & Zoning

Classification: Exempt (Salary)

Last Updated: May 2026

Job Function: Professional and technical work in administering the development review functions for the Planning & Zoning Department.

Essential Functions:

- Reviews and administers Development Review Board (DRB) permits. Attends up to two DRB meetings per month. Conducts site inspections and oversees the DRB pre-application process (Technical Review Committee). Coordinates with other town departments.
- Staffs the volunteer Development Review Board (DRB), prepares DRB meeting notifications, develops staff notes, participates in DRB meetings, takes minutes, and drafts findings of fact and decisions after the meetings.
- Administers post-DRB requirements including preconstruction meetings, improvement agreements and related financial assurances, third-party legal reviews, and other applicable conditions of approval with input from Planning & Zoning Director, the Town Attorney and/or the Town Manager's office.
- Advises the general public and developers of permit requirements overseen by the Planning & Zoning Department and intakes permits, conducts on-site inspections, reviews applications and approves or denies applications as Zoning Administrator. Investigates alleged violations and strives to compel voluntary compliance. When needed, pursues enforcement of violations in consultation with the Planning & Zoning Director. Monitors and participates in appeals of permits, in coordination with the Town Attorney, in court.
- Prepares monthly departmental reports on development activity, inspections, on-going projects and violations/enforcement/health issues. Completes F.W. Dodge, Census Bureau and other reports.
- Assists as needed in the research and preparation of Compliance Letter requests (including research of Town documents to confirm compliance, facilitating after-the-fact building permits, Certificates of Occupancy, and scheduling site visits) and or trains/oversees other staff to do so in part or whole.
- Assists the Planning & Zoning Director in day-to-day operation and oversight of the Department, including support to the Development Review Planners regarding permitting, compliance letters, violations and inspections. Serves as assistant department head in absence of the department head, or as requested by the Planning & Zoning Director.

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- Assists with the development and implementation of land use plans and regulations, and reports to the Planning & Zoning Director and Planning Commission, as needed. Supports long-range planning efforts and special projects especially related to updates to the Development Regulations.
- Other duties, as assigned by the Planning & Zoning Director.

Qualifications: A relevant bachelor's degree plus two years of relevant experience or combination of education and experience.

Knowledge, Skills, and Abilities:

- Excellent customer service skills, both in person and on the phone, including articulating complex issues explaining technical information to a wide variety of audiences.
- Strong analytical research and writing skills; Ability to read and interpret engineering drawings and development proposals; Understanding of state land use law, development law, and local planning and development processes and regulation;
- Creative problem-solving skills to draft development and other regulations in compliance with the Town Plan, state statues and other community needs; the ability to evaluate permit applications and concisely explain in writing whether or how a project meets requirements.
- Ability to explain and interact, regarding technical information, with the public and the development community in a one on one, or a dynamic group setting, or a regulatory meeting.
- Standard office suite including word processing, spreadsheets and databases. Past experience using and managing custom databases. Preferred: experience using GIS.
- Ability to manage projects, create work plans, communicate progress to stakeholders, and meet firm deadlines.
- Understanding of how subjects influence planning practice: natural resource management, traffic and engineering practices, construction processes, architecture, building and health codes, real estate transactions, legal process, purchasing and contract procedures, economic development, historic preservation, financial and budget management, and landscape architecture.

Physical Demands:

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye

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coordination is necessary to operate computers and various pieces of office equipment.

- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- The employee is exposed to intermittent light to moderate physical demands in making inspections with exposure to the hazards associated with construction sites.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.
- The employee must hold a valid Vermont driver’s license and must be able to operate a vehicle.
- Attendance of evening meetings.

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

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|-------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify) |
| <input type="checkbox"/> Color Perception | Within and Between | <u>40</u> Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | Facilities/Offices | <input type="checkbox"/> Carrying (specify) |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Climbing | _____ Pounds |
| <input checked="" type="checkbox"/> Touching | <input type="checkbox"/> Ability to Mount and | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity | Dismount Equipment | the road) |
| <input checked="" type="checkbox"/> Hand | <input type="checkbox"/> Pushing/Pulling | Other _____ |
| <input checked="" type="checkbox"/> Finger | <input checked="" type="checkbox"/> Typing | _____ |
| <input checked="" type="checkbox"/> Standing | | _____ |
| <input checked="" type="checkbox"/> Sitting | | |

Mental Reasoning Requirements:

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|-------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing-Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress |

Work Environment:

- | | | |
|-------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

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Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

Approvals:

Department Head: _____ Date: _____

Human Resources:  _____ Date: May 18, 2026