

## **STODDARD COMPLIANCE OFFICER JOB DESCRIPTION**

Title: Compliance Officer

Reports to: Board of Selectmen

Supervises: None

Authority: The Compliance Officer shall perform his/her duties when so directed by the Board of Selectmen or on his own behalf or at the request of the Planning Board or Zoning Board of Adjustment. Stoddard residents and property owners may seek action by the Compliance Officer by applying to the Board of Selectmen.

Knowledge:

- Must have a basic understanding of the State of New Hampshire Planning and Land Use Regulations
- Must have an understanding of the Stoddard Community Planning Ordinance.
- Must have an understanding of the Comprehensive Shoreline Protection Act.
- Have knowledge and level of competency commonly associated with the completion of an Associate's Degree.
- Have the ability to conduct site inspections over long distances with uneven terrain in all types of weather.
- Have the ability to manage a variety of tasks simultaneously, deal effectively with property owners, developers, elected and appointed officials, other municipal employees and the general public.
- Be computer literate.
- Have the ability to communicate effectively both orally and in writing.
- Possess a valid driver's license and vehicle to carry out his/her duties.
- Have the ability to establish and maintain cooperative relationships with Town officials, employees and the general public.
- Demonstrate the ability to prepare and review reports.
- Be able to demonstrate integrity and tact.

Duties: the function of the Compliance Officer is to verify adherence to town ordinances, whether by residents, businesses or the municipality.

The Compliance Officer may enter onto private property to perform his/her duties only after receiving permission from the owner or by other legal authority obtained by the Board of Selectmen.

Investigations may be required for the purpose of verifying compliance with the following ordinances and permitting processes:

- A Planning Board Subdivision & Site Plan approval – requested by the Planning Board.
- Zoning Board of Adjustment approval with conditions requested by the Zoning Board of Adjustment.
- Review of Building Permit application plot plans, and site locations of proposed construction to determine compliance with setback regulations.
- Citizens' concerns or complaints made to the Board of Selectmen in writing: Board of Selectmen to direct action.
- If the Compliance Officer has questions, he/she should be able to go directly to the committee/board requesting the service.
- Any complaints or concerns by the public, Planning Board or Zoning Board of Adjustment must be in writing to the Board of Selectmen.
- The Compliance Officer works under the direction of the Board of Selectmen.
- And any other duties as assigned by the Board of Selectmen.

Employment Conditions:

- This is a permanent, part time employee position of the Town of Stoddard.
- A probationary period with a review to be conducted 90 days after hire with one representative each from the Planning Board and the Zoning Board of Adjustment along with the Board of Selectmen.
- There will be an annual review of the Compliance Officer's performance with at least one representative each from the Planning Board and the Zoning Board of Adjustment along with the Board of Selectmen.

The Planning Board, the Zoning Board of Adjustment or the Board of Selectmen may amend this list as necessary and appropriate.