

JOB DESCRIPTIONS FOR ZONING ADMINISTRATOR AND ASSISTANT ZONING ADMINISTRATOR IN ZONING BYLAWS

- §501(1): The Zoning Administrator shall literally administer and strictly enforce the provisions of this bylaw, and in doing so shall inspect development, maintain records, and perform other related tasks as is necessary and appropriate to carry out the provisions of this bylaw.
- §501(2): The assistant Zoning Administrator will assist the Zoning Administrator in the performance of his duties, with the approval of the Selectmen, at the request of the Zoning Administrator and under the direction of the Zoning Administrator, when the Zoning Administrator is absent or unable to perform those duties due to sickness. The Zoning Administrator will refrain from involvement in applications when he/she has a conflict of interest; such involvement in violation of this prohibition shall be grounds for disciplinary action, including dismissal. The assistant Zoning Administrator will perform the duties of the Zoning Administrator when the Zoning Administrator has a conflict of interest.