



Director of Planning & Development Middlebury, Vermont

The Town of Middlebury, Vermont serves as the shire town of Addison County, Vermont, and is located at the foothills of the beautiful Green Mountains in the Lake Champlain valley. This small college town is home to 9,152 residents (including Middlebury College students) and offers not only a welcoming and vibrant community for all to live and work in but also a wonderful setting to explore.

The Town of Middlebury is seeking an applicant with a focus on collaboration, providing support and solutions to the public on land use issues, and working with the Selectboard and Town staff to achieve the visionary goals for growth within the Town. The Director of Planning & Development should engage with the public in a way that inspires confidence and provides problem-solving solutions to achieve goals. The Director works with committees/boards and other members of the community to develop plans for the benefit of the Town. This position oversees departmental staff, including the Zoning Administrator/DRB Coordinator and the Town Health Officer/Zoning Enforcement Officer, and works with them to establish and achieve short and long-range goals. The ideal candidate must be positive, collaborative, and proactive to maximize the Town's success.

Education & Experience

- Bachelor's degree in Planning, Public Administration, Community Development, or another related field is required
- Master's degree in Planning, Urban Design, Public Administration, Community Development, or related topics are preferred
- At least 3 years of prior professional experience and background in land use, planning, zoning, and/or urban design responsibilities are strongly preferred
- AICP certification is preferred

Pay Range: \$90,000 - \$105,000 (anticipated hiring range based on qualifications and experience)

For a full job description, visit www.townofmiddlebury.org. Submit a letter of interest and résumé to: Crystal Grant, Director of Administration, cgrant@townofmiddlebury.org, Town Offices, 77 Main Street, Middlebury, Vermont 05753.



TOWN OF MIDDLEBURY, VERMONT

Job Description

TITLE	Director of Planning & Development	DEPARTMENT	Planning & Zoning
REPORTS TO	Assistant Town Manager	DATE PREPARED	3.2025

OVERVIEW & PURPOSE

This position provides comprehensive leadership, as well as technical, administrative, and supervisory support, for the Town of Middlebury and its community. This position should serve as a *collaborative, proactive, and solution-oriented leader* to the public on land use, development review, and planning activities.

The Director is the lead staff person in the Department and responsible for the overall coordination of departmental activities, staff assistance to a number of Town boards, collaboration with other agencies and community groups, regular public engagement and assistance, fostering of a team environment, and supervision of departmental staff.

The role is responsible for carrying out its duties while always representing the Town in a professional and polite manner. *The highest quality of public service, integrity, and positive customer service is expected.*

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Planning & Development Activities

- Overall administration of Town's land use and planning functions, including timely and collaborative assistance to public
- Interaction with public and staff in a positive, professional, and productive manner that inspires confidence
- Problem-solving oriented guidance and public assistance on zoning/development/planning matters
- Work with other committees/boards, and community organizations to develop a holistic perspective to planning, for the benefit of the Town
- Present recommendations for updates and improvements to Town Plan and related Town regulations
- Perform professional research in a variety of urban planning areas, such as housing, transportation, zoning/subdivision ordinance revision, land use, open space maintenance, etc.
- Identify policy issues that should be addressed in the Town Plan, bylaws, or other documents; prepare memorandums and other documents which present research, analysis, and recommendations to Town Administration, Selectboard, Development Review Board, Planning Commission, and other local groups, as appropriate

- Responsible for project leadership and development of any municipal plan, including Town Plan
- Solicit and administer state and federal grants for planning and related activities

Board Staffing

- Lead and coordinate staff assistance for a number of Town boards, including but not limited to, the Planning Commission, Development Review Board, and Design Advisory Committee
- Conduct technical reviews of land use proposals, and summarize reviews in staff reports; draft proposed permit conditions, findings of fact, and conclusions of law
- Assist applicants, when possible and appropriate, with preparation of applications to boards
- Coordinate technical review of applications with other Town Department heads and Town staff
- Prepare meeting and hearing notices, agendas, minutes and related content; post and arrange for publication of required notices; circulate relevant documents to interested persons; perform site visits; attend related meetings and facilitate public meetings

Administrative Roles

- Oversee daily and administrative operations of Department and staff, including Zoning Administrator/DRB Coordinator and Assistant DRB Coordinator/Town Health Officer
- Develop and administer departmental budget and other planning/policy documents as requested by Town Administration
- Participate in department head meetings with other department heads and Town Administration; present to Selectboard, as requested
- Conduct annual evaluations of staff in accordance with Town personnel/performance evaluation policies, and coordinate with Town administration on any related personnel matters
- Keep accurate records of activities and manage related filing systems
- Receive applications/fees for deposit with Town Treasurer
- Perform other duties as assigned by Town Administration

EDUCATIONAL & PROFESSIONAL REQUIREMENTS

- Bachelor's Degree in Planning, Public Administration, or other related field is required
- Master's Degree in Planning, Urban Design, Public Administration, Community Development, or related topic is preferred
- At least 3 years of prior professional experience and background in land use, planning, zoning, and/or urban design responsibilities is strongly preferred
- AICP certification is preferred

WORKPLACE KNOWLEDGE & SKILLS

- Ability to develop comprehensive knowledge of Middlebury zoning/subdivision bylaws and Town Plan
- Working knowledge of relevant federal and state laws
- Ability to interpret zoning and subdivision bylaws, and explain their meaning with tact and impartiality
- Experience working with and interacting with business/development community
- Ability to read and interpret engineering drawings, surveys, and development proposals
- Public interaction should be timely and adequately responsive
- Ability to attend evening meetings and work with multiple municipal and regional boards
- Ability to both supervise employees and work as part of a team
- Excellent oral, written, and listening communication skills
- Ability to operate equipment found in a typical office setting
- Sufficient computer literacy to perform responsibilities; proactive when working with and adapting to new technology

- Familiarity with GIS applications and reasonable mapmaking abilities
- Ability to execute job responsibilities exclusive of outside influence and render decisions in a manner consistent with the Town zoning bylaws and state law

WORKING CONDITIONS

- Approx. 95% indoors, 5% outdoors; not impacted by inclement weather
- Driving is not required
- Familiarity with typical office equipment, as well as related software (ex: virtual meeting software)
- Must be able to communicate with the staff and community
- Must be able to read computer screens, text, maps, and drawings
- No required lifting beyond typical office items

DISCLAIMER

The information provided in this job description is intended to describe the general nature of this position and it is not to be considered a complete statement of duties, responsibilities and requirements.

APPROVALS

Supervisor		Date

Town Manager		Date