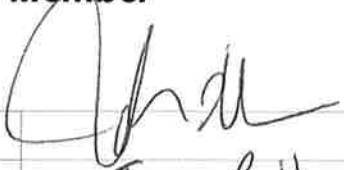




Job Description

Zoning Board of Appeals Member

Background

Reports to:	Planning Dept.	Approved by:	
Supervise:	none	Printed Name:	John P. Hansen
		Date:	
		Wage Scale:	Zoning Board of Appeals
		Work Comp Code:	
Category (mark one):	Exempt	Non-Exempt (that is, can be paid overtime)	
Union Affiliation (mark one):	None	Teamsters	POLC

Function

The Zoning Board of Appeals has three basic functions which are; interpreting the current zoning ordinance text and zoning map, deciding appeals from administrative decisions and taking action on variance requests. The ZBA is a five member board that serves individual three year terms.

Key Responsibilities and Duties

- Be available for required Zoning Board of Appeals dates (*the 3rd Wednesday of the month, as needed*).
- Prepare for meetings by reviewing materials submitted by staff in a timely manner.
- Hold public hearings to listen to the concerns of the public while reviewing an appeal.
- Treat each person and variance request in a fair and consistent manner.
- Read and understand the requirements of the Zoning Ordinance.

Necessary Qualifications

A qualified candidate will demonstrate the following skills and background.

- Is a current resident of the City of Chelsea.
- Have patience, listening and diplomacy skills to interact effectively with the public and developers.
- Demonstrates an ability to clearly express oneself in speech and writing.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those a board member encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the board member is regularly required to communicate in person and by telephone and be mobile in an office setting. The board member occasionally is required to use manual dexterity to type and enter data and must regularly lift or move light weight items to maintain files and other systems.

While performing the duties of this job, the board member regularly works in a business office setting where the noise level is usually quiet to moderate. The board member frequently is required to sit; use hands to finger, handle, or feel; and talk or hear. The board member

frequently is required to stand, walk and reach with hands and arms. Specific vision abilities include close vision and distance vision.