

TOWN of ANDOVER

P.O. Box 61
Andover, NH 03216-0061
(603) 735-5332

Incorporated 1779



Land Use Coordinator

Position Title: Land Use Coordinator

Department: Land Use Office

Reports To: Town Administrator

Status: Part-Time, Hourly

Position Summary

The Land Use Coordinator (LUC) manages and coordinates all assessing, land use, planning, zoning, building permit, and code/ordinance enforcement activities for the Town of Andover.

This part-time role supports the Planning Board and Zoning Board of Adjustment (ZBA), administers building and driveway permits, conducts enforcement actions, and works closely with assessing and finance functions.

The LUC must be organized, responsive, knowledgeable in state and local land use regulations, and capable of representing the Town with professionalism.

Essential Duties & Responsibilities

Planning Board Support

- Act as liaison to surveyors, developers, engineers, and property owners to guide them through local planning processes.
- Review applications and permits for completeness, approve or escalate appropriately.
- Maintain a log of applications and permits, and review with the Planning Board.
- Collect and track application fees for Site Plan Reviews, Subdivisions, Lot Line Adjustments, etc.
- Post public notices in accordance with New Hampshire Statutes
- Mail Public Hearing notices
- Coordinate and attend all Planning Board meetings
- Draft agendas with the Chair
- Prepare meeting packets; scan, label, and distribute documents; manage maps and visuals.
- Maintain Planning Board webpage, records, and a consistent noticing/posting schedule.

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Essential Duties & Responsibilities (cont.)

Zoning Board of Adjustment Support

- Coordinate and attend all ZBA meetings and hearings.
- Manage application intake, completeness review, scheduling, noticing, and fee collection.
- Prepare packets and assist board members before and during meetings and hearings.
- Record and deliver notices of decision.
- Maintain ZBA webpage, records, and a consistent noticing/posting schedule.

Permitting and Enforcement

- Serve as the Town's issuing authority for building permits
- Coordinate with Highway Supervisor to issue driveway permits.
- Monitor construction sites and land use activity to identify unpermitted work or code/ordinance violations.
- Conduct field inspections and document findings. Coordinate enforcement actions, including certified letters, administrative fines, and follow-up compliance.
- Work with the Police Department and other officials for site visits and enforcement when necessary.
- Respond promptly to complaints and maintain professional records of enforcement actions.

Code/Ordinance Enforcement & Land Use Regulation

- Serve as the Town's Code and Zoning Ordinance Enforcement Officer.
- Maintain working knowledge of the Andover Zoning Ordinances, Local & State Codes, Site Plan Review and Subdivision Regulations, State Shoreland Protection Act, Wetlands Regulations, and applicable RSA chapters.
- Recommend updates to the Planning and Zoning Boards as needed.

Assessing and Property Data Management

- Serve as liaison with Avitar Associates for assessing and property record changes.
- Review and file property updates related to permits.
- Responsible for the accuracy and integrity of property data in the Avitar assessing system
- File records with Merrimack County Registry of Deeds (MCRD)
- Ensure all property cards and tax maps are kept up to date in coordination with Avitar
- Coordinate with Tax Collector and Treasurer on land use and assessing-related matters.
- Administer Intent to Cut and Intent to Excavate applications in accordance with RSA 79 and RSA 72.

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Essential Duties & Responsibilities (cont.)

Other Expectations in a Small-Town Setting

- Answer phones and emails promptly and courteously.
- Greet and assist walk-in residents and contractors.
- Direct inquiries to appropriate departments when outside of land use scope.
- Maintain public records for Planning Board, ZBA, 911, and cemeteries as applicable.
- Maintain a well-organized, professional office environment with up-to-date files, clear document retention practices, and accurate recordkeeping.
- Coordinate with other boards and staff as needed.
- Serve as backup ZBA and PB Recording Secretary (take minutes) if needed.
- Other duties as assigned by the Town Administrator or Select Board.

Qualifications

- High School diploma required; Associate's or Bachelor's in Public Administration, Planning, Geography, or related field preferred.
- Minimum of 3 years of experience in municipal land use, code enforcement, planning, or zoning preferred.
- Knowledge of New Hampshire land use RSAs and municipal processes.
- Proficiency in Microsoft Office, email communications, document scanning and recordkeeping. Familiarity with Avitar software preferred.
- Strong organizational, interpersonal, and written communication skills.
- Must possess a valid driver's license.
- Must be able to work independently and maintain confidentiality and professionalism.

Working Conditions

This part-time position has a flexible schedule, but attendance at evening Planning Board and ZBA meetings is required. Work includes both office and field environments. Field work may involve uneven terrain, private property visits, and interaction with residents and contractors. Occasional availability outside regular hours may be required.

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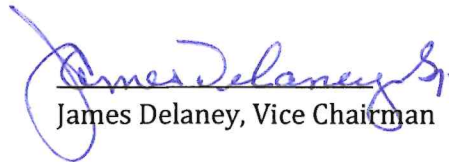
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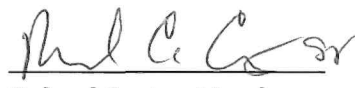


Land Use Coordinator Job Description

Adopted on: 6/19/2025


Dana Swenson, Chairman


James Delaney, Vice Chairman


Roland Carter, Member


Charles Stewart, Member


Leslie Fenton, Member

