

Town of Beverly Shores
BZA President
Job Description

Job Title

BZA President

Department

Description of Work

General Statement of Duties

Chairs all meetings of BZA and sets agenda. All duties of other BZA members.

Supervision Received

Chair decisions are subject to vote of full Board
BZA decisions are only subject to review by a court of competent jurisdiction.

Supervision Exercised

Chairs BZA meetings.
Supervises Secretary.

Typical Duties Performed

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Prepare for, preside over, and participate in regular meetings of the BZA according to Robert's Rules of Order
- Call BZA meetings
- Set meeting agenda
- Call BZA meetings to order
- Cancel meetings when necessary
- Call special meetings as needed
- Participate in hearings, both preliminary and public, in order to make decisions about granting variances, special use permits, appeals, wetland permits-all in accordance with Town Ordinances and state and federal law
- Participates in BZA meetings required by law, and, at the BZA's discretion, attend additional public hearings when it is decided such hearings will be in the public's best interest
- Participates in BZA executive session meetings

Position Requirements

- Member of BZA and elected by members annually

Education

- High School Diploma or GED, four-year degree preferred

Experience

- Should have a basic knowledge of construction and a general understanding of buildings and zoning.

Special Knowledge, Skills, or Abilities

- Critical thinking
- Analytical skills
- Decision making
- Good judgment

- Effective public speaking
- Ability to read and understand Town Ordinances
- Ability to interpret information and documentation
- Ability to be objective and impartial regardless of personal feelings
- Ability to listen to and objectively and impartially evaluate opposing arguments
- Ability to communicate with the public
- Ability to work in a collaborative manner
- People management skills