



Zoning Administrator

The Town of Hinesburg seeks applicants for a part-time Zoning Administrator position (up to 20 hours per week). The duties of the Zoning Administrator include, but are not limited to, responsibilities as required under Title 24 Chapter 117: administering the zoning and subdivision regulations; issuing zoning permits; answering questions and providing information to the public regarding zoning and land use; researching permit files; investigating complaints and violations; recommending corrective action as necessary to resolve complaints and violations; maintaining paper permit files and digital permit spreadsheets. This position works collaboratively with three other members of the Planning and Zoning Department.

The position requires land use and/or zoning experience, the ability to read/interpret building and engineering plans, and the ability to effectively communicate zoning regulations and permit requirements to the public. The individual must enjoy working in a small office and assisting the public and Town boards with excellent follow-through and attention to detail. Excellent writing and organizational skills are necessary, including proficiency in MS Word and Excel.

A full job description and job application is available online at www.hinesburg.org/employment.html. Salary based on qualifications and experience within a pay range of \$20.00 to \$23.00 per hour. First review of applications will begin on January 27, 2021, and the position will remain open until filled. Please email a cover letter, resume, job application form, and three current references to jdubingrossman@hinesburg.org. Questions may be directed to Joy Dubin Grossman at 802-482-4207. Hinesburg is an equal opportunity employer and values diversity and inclusiveness in the community and workplace.