



## Zoning Administrative Officer

The Towns of Hinesburg and Richmond are partnering to recruit for a Zoning Administrative Officer position (up to 20 hours per week for each town, for a combined 40 hours). First review of applications will begin on Monday November 21, 2016 and the position will remain open until filled.

The duties for the Zoning Administrative Officer in each town 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 electronic permit database.

In Richmond, the Zoning Administrative Officer serves as E911 Coordinator, staffs the Development Review Board (one Wednesday evening per month), draft Development Review Board Decisions; staff Development Review Board meetings one night per month. In Hinesburg, the Zoning Administrative Officer is not responsible for these duties, and there are no regular evening meeting responsibilities.

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. Ideal candidates will have knowledge of VSA 24 Chapter 117 and experience working with attorneys, engineers and land development professionals. Excellent writing and organizational skills and proficiency in MS Word and Excel. Experience with ArcGIS and NEMRC software a plus.

Full job descriptions for each town are available at [www.richmondvt.gov](http://www.richmondvt.gov) under "Documents" and [www.hinesburg.org/employment.html](http://www.hinesburg.org/employment.html). Salary for this position is dependent upon qualifications and experience within a pay range of \$18.00 to \$21.00. Please send via email cover letter, resume and three current references by Friday November 11, 2016 to both: [townmgr@gmavt.net](mailto:townmgr@gmavt.net) and [tlashua@hinesburg.org](mailto:tlashua@hinesburg.org). Questions may be directed to Geoffrey Urbanik, Richmond Town Manager, at (802) 434-5170, or Trevor Lashua, Hinesburg Town Administrator at (802) 482-2281 x221. EOE.