TOWN of EAST MONTPELIER, VERMONT
ZONING ADMINISTRATOR JOB OPENING

The Town of East Montpelier is seeking an organized, collaborative, and diplomatic candidate to serve as our Zoning Administrator. This is a flexible, part-time position (average of 24 hours per week); pay is commensurate with knowledge and experience; generous benefit package. Town residency is not required.

The Zoning Administrator is responsible for compliance with all applicable zoning and subdivision regulations, facilitation of and support for long-range land use planning, supporting the Planning Commission and Development Review Board, and serving as the Town’s E-911 coordinator.

A bachelor’s degree in planning, public administration, natural resources, engineering, legal studies or similarly applicable discipline is required, a master’s degree is preferred. Candidates should also have a minimum of three years’ experience in local government planning or administration, or equivalent experience in business or government.

For consideration, submit a cover letter, resume detailing work history, and names of three references by **5:00 p.m., Thursday, August 31, 2023**, to the Town Administrator at:

P.O. Box 157, East Montpelier, VT 05651
(802) 223-3313 x 204
manager@eastmontpeliervt.org

For more information, including a job description, please visit the town website at [https://eastmontpeliervt.org/zoning-administrator-job-opening/](https://eastmontpeliervt.org/zoning-administrator-job-opening/) or contact the Town Administrator Gina Jenkins using the options listed above. East Montpelier is an Equal Opportunity Employer.