



TOWN OF ST. JOHNSBURY

Municipal Zoning and Planning Administrator

Nestled in the Northeast Kingdom of Vermont the Town of St. Johnsbury is a destination for outdoor recreation including mountain biking, hiking, and skiing. Downtown St. Johnsbury boasts a revitalized downtown, a leading independent private school, an array of cultural arts, and a variety of dining opportunities. The Town of St. Johnsbury is a community of approximately 7,500 residents and a vast number of visitors.

The Town of St. Johnsbury is accepting resumes for the position of Zoning Administrator and Municipal Planner. This position is responsible for administration and enforcement of the St. Johnsbury Zoning bylaws and the Town's long range planning, supporting the Planning Commission and Development Review Board including attending night meetings, and serves as the Town's E-911 coordinator.

Applicants must have the ability to work with the public, strong written and verbal communication skills, and the ability to multitask and make decisions. This position requires a high school diploma or equivalent, a valid driver's license, and the ability to pass a background check. Candidates with a bachelor's degree in a relevant field or prior municipal work experience and knowledge, especially in municipal planning and zoning administration, zoning and planning software and land use law is preferred.

Full-time employment offers competitive compensation, a generous benefits package including health, dental, life insurance, short-term disability insurance, retirement, and 457 plans, as well as 13 paid holidays, accrued vacation, and sick time benefits.

To apply please submit a resume and cover letter to:

Town of St. Johnsbury
Attention: Rachel Waterhouse
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
Or via email at rwaterhouse@stjvt.com