



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, a variety of cultural arts, and a range of dining options. The Town of St. Johnsbury is a community of approximately 7,500 residents and many visitors.

The Town of St. Johnsbury is seeking a motivated, organized, and community-oriented professional to serve as its Zoning and Planning Administrator. This position is responsible for administering the Town's zoning bylaws and supporting land-use planning efforts, while providing excellent customer service to residents, businesses, contractors, and property owners.

As the Town's Zoning and Planning Administrator, this individual will be responsible for the administration and enforcement of the St. Johnsbury Zoning bylaws and the Town's long-range planning, parking management, supporting the Planning Commission and Development Review Board, including attending night meetings, and serving as the Town's E-911 coordinator.

Applicants must be able to work with the public, have strong written and verbal communication skills, and be able 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, are preferred.

Full-time employment offers competitive compensation with a salary ranging from \$60,000-\$65,000, 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.

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