

## Town of Elmore – ZONING ADMINISTRATOR

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### IMMEDIATE, PART TIME, NON-EXEMPT POSITION AVAILABLE

#### POSITION: Elmore Town Zoning Administrator

- This Part Time position works closely with Elmore Planning Commission, Elmore Select Board, Town Clerk, Elmore Property Owners, individuals and firms seeking Zoning, Septic and Health guidance and permits within the Town of Elmore. Position is defined by V.S.A 24/4442

#### COMPENSATION & BENEFITS:

- **WAGES:** Hourly, commensurate with experience
- Mileage Reimbursement

#### DUTIES: Detailed description: "Zoning Administrators Handbook, Oct. 2005

- Reviews and issues permits for Zoning, Building, Signage and other items required by Town Zoning By-Laws.
- Verifies and confirms compliance with Zoning By-Laws
- Collaborates with and provides referrals to Design Review Board
- Collaborates with and provides referrals to State Agencies
- Assists and guides with interpretation of local requirements
- Performs/Arranges site visits
- Maintains and posts lists of issued/pending permits
- Pursues enforcement of ordinance and By-Law violations
- Clerks Development Review Board
- Administers Septic and Health ordinances

#### PROFESSIONAL RELATIONSHIPS: Necessary collaboration with:

- Elmore: Planning Commission, Design Review Board, Select Board, Clerk, VLCT, County & Regional Planning Commissions, State Agencies

#### TRANSITION TRAINING AVAILABLE FOR SELECTED CANDIDATE

INTEREST: Please submit: a) cover letter and b) resume of experience to either 1), 2), or 3) below

- **1) Mail to:** Elmore Town Clerk, P.O. Box 123, Lake Elmore, VT 05657
- **2) Deliver to:** Elmore Town Clerk, Attention: Elmore Planning Commission.
- **3) Email to:** Kate Sprague, planning commission chair, [ksprague@elmorevt.org](mailto:ksprague@elmorevt.org)
- **4) Position appointed by the Select Board.**