

# TOWN OF CHESTER

## ZONING ADMINISTRATOR POSITION

The Town of Chester is advertising for the position of a part time Zoning Administrator. The Zoning Administrator is responsible for the issuance of building permits, guiding applicants through the DRB permitting processing and enforcement of Zoning Violations. This person must be able to work with the Planning Commission and Development Review Board on a regular basis and is required to attend all meetings of these Boards. Applicants must have a general knowledge of the community; the purpose, theory and practice of zoning; The Vermont Planning and Development Act; the municipal bylaws; Basic understanding of state statutes and regulations related to land use and land development. This position requires an individual who is a leader, courteous, tactful, objective, and fair. The ability to communicate clearly, both verbally and in writing is an essential.

If interested, please submit your resume and letter of interest to Julie Hance, Town Manager, at 556 Elm Street, Chester, Vermont no later than Friday, October 23, 2020 at 4:00 p.m.