

Zoning Administrator

The Town of Moretown (population 1,753 in 2020) seeks a part-time zoning administrator (8 – 10 hours average per week). Nestled in the hills between the capitol city, Norwich University, Mad River Valley ski areas and accessible to I-89, Moretown is a centrally located welcoming community committed to growing in a manner that retains its historic rural character.

Zoning administrator is a professional position nominated by the Planning Commission and appointed by the Selectboard. The position allows for a flexible work schedule, and requires frequent interaction with the public, Development Review Board, Planning Commission and Selectboard. The position requires a valid driver's license and reliable vehicle.

The successful candidate will be familiar with the Vermont planning and zoning statutes and office software, comfortable with working independently, possess both excellent communication skills and sound decision-making capabilities and maintain a high level of professionalism.

Requirements of Work:

- Administer and enforce the municipal by-laws of the Town of Moretown
- Approve, deny or refer to the Development Review Board, applications for zoning permits
- Maintain records of all applications and associated fees
- Maintain records of all permits issued, denied and Notice of Violations issued
- Use Microsoft Office and Excel computer programs to maintain town records
- Meet with applicants as necessary to help with the permit applications
- Follow procedures and processes as directed in the Moretown Zoning Regulations
- Make periodic inspections of properties to determine compliance
- Work with the Development Review Board to schedule review hearings
- Meet with the Planning Commission on an as needed basis to update current zoning regulations and answer questions
- Respond to Federal forms regarding land use in Moretown
- Report zoning activity annually in the Moretown Town Report
- Attend relevant training meetings
- Undertake all other functions necessary to carry out the provisions of the regulations and obligations of the office.

The Town of Moretown is an Equal Opportunity Employer. Interested parties should send a letter to MSelectboard@MoretownVt.net for an application. Application review begins April 18, 2022.