

## **The Town Readsboro is seeking to fill the position of Zoning Administrator.**

### **Duties:**

- 1. Administer the Bylaw literally including Site Visits for each application received to verify accurate information is given.**
- 2. Review to approve, deny, or refer to DRB, all permit applications in a timely manner.**
- 3. Provide interested persons with the forms required to obtain a Permit and ensure they understand what is needed to fully complete the application.**
- 4. Coordinate a unified effort on behalf of the Town in administering development review programs by informing persons of other Municipal Permits or authorizations that may be required.**
- 5. Inform persons applying for Permits that the person should contact the appropriate State Agencies in order to assure timely action on any related Permits.**
- 6. Deliver the original, or a legible copy of any municipal land use Permit, Notice of Violation, Certificate of Completion, or Certificate of Compliance that has been issued to the Readsboro Town Clerk for recording and the Lister's within 3 days of issuance.**
- 7. Keep organized, up to date, and accurate records within the Zoning Administrators office.**
- 8. To investigate via a site visit any potential violations in a timely manner.**

**Note: Description of position and responsibilities are defined by: Vermont Municipal and Regional Planning Development Act; Title 24 VSA 117 (With additional Associated Sections including Act 250 and the Downtown Development Act). Please review the entire section of VSA 117 and the Readsboro Zoning Bylaws for a complete job description prior to applying.**

**Salary : At the Selectboard's discretion, up to \$10,000 per FY,**

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For Additional information; visit Town website at: [readsborovt.org](http://readsborovt.org) or obtain a complete copy of the Zoning Bylaw from the Town Office

Candidate should submit a letter of interest that includes experiences to:  
Readsboro Planning Commission, PO Box 187, Readsboro, VT 05350

Or submit via email: [barthowesvt@gmail.com](mailto:barthowesvt@gmail.com)