



Village of Manchester, Vermont

PO Box 482
Manchester, Vermont 05254-0482
(802) 362-1515

Job Opening

The Village of Manchester is looking for a part time Zoning Administrative Officer whose primary responsibilities consist of dealing with requests for zoning permits and enforcing land use, town regulations and ordinances. This employee also works closely with the Design Advisory Board, Development Review Board and Planning Commission.

Candidates should have education and experience in land use/natural resource planning, community development, regulatory enforcement, legal or paralegal studies, or similar experience and education. Good communication, organization abilities, computer skills and an eye for detail are also necessary. Knowledge of and experience working with Title 24 Chapter 117 of the Vermont Statutes Annotated favored.

This is a part time position (generally 12 -18 hours per week), with a starting hourly rate of between \$20.00 -\$25.00 per hour, depending on experience.

Please submit resume and cover letter to the Village of Manchester at:
office@villageofmanchester.com.