



Town of Stowe Planning & Zoning Assistant

The Town of Stowe is seeking a tech-savvy Planning & Zoning Assistant who is dedicated, friendly, customer service oriented with exceptional attention to detail and who has a keen interest in innovative technology. This position serves as the first point of contact for visitors and those seeking planning and zoning assistance. The individual selected will be self-motivated with the ability to work independently and will have demonstrated sound judgement and a high degree of professionalism. We are especially interested in someone who can advance the department with their proficiency in various technology tools and cloud-based platforms. Attendance at regular evening meetings will be required.

Associate or para-legal degree preferred; supplemented by one to three years of progressively responsible experience in an office, real estate, or regulatory setting, or any equivalent combination of education, training, or experience. If you are excited about this opportunity and your experience does not align perfectly with qualifications, we encourage you to apply. Pay is in the \$26.21 to \$31.10 range, dependent upon education and experience. Although the position is currently budgeted as a full-time position, those seeking part-time employment will be considered and are encouraged to apply. Come grow with Stowe!

The Town of Stowe currently offers an excellent benefit package including BCBS health plans with low employee premium share, dental insurance, generous paid leave, VMERS pension plan, life insurance and more.

Job description and employment application can be obtained at: www.townofstovevt.org. Submit letter of interest, resume, and employment application to: Town of Stowe, c/o HR Director, PO Box 730, Stowe, VT 05672 or by email recruit@stovevt.gov. **Applications will be reviewed beginning June 17, 2024.**

The Town of Stowe is an Equal Opportunity Employer.