

Town Planner - Town of Richmond

The Town of Richmond, VT is recruiting for a Town Planner, 30-40 hours per week. First review of applications will be September 25, 2017 and the position will remain open until filled.

The duties for the town planner include, but are not limited to: Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the town plan; compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development problems; serve as Secretary to the Planning Commission; serve as Alternate Zoning Administrative Officer.

The successful candidate must enjoy working independently in a small office and assisting the public and town boards with excellent follow-through and attention to detail. Ideally candidates will have experience working with attorneys, engineers and land development professionals. Proficiency in MS Word and Excel with basic GIS ArcView capability expected. Full job descriptions are available at www.richmondvt.gov under "Documents/job-listings". Hiring salary for this position is dependent upon qualifications and experience within a pay range of \$22.84 to \$24.24 per hour with a generous benefits package. Please send cover letter, resume and three current references by September 25th to: "Town of Richmond Planner Search" , P.O. Box 285, Richmond, VT, 05477. Questions may be directed to Geoffrey Urbanik, Town Manager, at (802) 434-5170.