

Posted 8/25/2021

**Readsboro Planning Commission  
PO Box 187  
Readsboro, VT 05350**

**Position Open: Administrative Officer/Zoning Administrator**

**The Town Readsboro is seeking to fill the position of Administrative Officer/Zoning Administrator.**

## **Article 2**

### **2.1 Administrative Officer: Authority and Procedure**

**2.1.1 Appointment – In accordance with Section 4448(b) (Appointment and powers of administrative officer), of the Act, the Selectboard shall appoint an Administrative Officer from nominations submitted by the Planning Commission for a term of (3) years. The Selectboard may remove an Administrative Officer for cause at any time after consultation with the Planning Commission.**

#### **2.1.2 Duties:**

- a. Administer the Bylaw literally.**
- b. Provide interested persons with the forms required to obtain a Permit.**
- c. 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.**
- d. Inform persons applying for Permits that the person should contact the appropriate State Agencies in order to assure timely action on any related Permits.**
- e. Receive applications for Conditional Use Review, Zoning permits, Site Plan Review, including subdivisions, and Waivers to Dimensional Requirements and transmit applications deemed complete in a timely fashion to the Development Review Board (DRB)**
- f. Deliver the original, or a legible copy of any municipal land use Permit or Notice of Violation that has been issued to the Readsboro Town Clerk for recording.**

**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).**

---

**For Additional information ; visit Town website at: [readsborovt.org](http://readsborovt.org) or  
obtain a complete copy of the 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: [bailesm@myfairpoint.net](mailto:bailesm@myfairpoint.net) or call 802-423-7050**