



Job posting for:

Planning and Zoning Coordinator

20-25 Hours per week

\$15.00 per hour

To begin October 1, 2019

Duties:

Planning and Zoning project intake

Attend Planning & Zoning and

ZBA Meetings

Publish notices in newspapers

Assemble monthly board packets

Follow project from intake to engineering

Follow ordinances and fee schedules

Post Agendas

Work with Planning & Zoning Administrator

Please respond to the Clerk or Supervisor by September 27, 2019