



TOWN OF CHARLOTTE

Position Opening Town Planner

DRAFT

The Town of Charlotte, Vermont (population 3,900) is seeking candidates for the position of Town Planner.

The Town Planner works as an integral member of the Planning & Zoning Department, and works with the Planning Commission, to provide clear, helpful assistance to Town Hall Staff, the Town's Committees and Commissions, and the general public. In conjunction with the Planning Commission, the Town Planner facilitates updates and amendments to the Town plan and land use regulations, and facilitates long-range planning and projects to advance the town's planning goals. The position works both independently and with the Town's volunteer boards, and has a high level of public interaction. The Town Planner is also responsible for assisting the Town Administrator with developing policy updates, drafting public outreach documents, and assisting with the application and management of grants.

The Charlotte Selectboard is seeking an individual with a collaborative and team-oriented approach; strong organizational skills; the ability to develop and facilitate public engagement; and experience in developing, preparing and communicating proposed amendments to the Town Plan, Town land use regulations, and other supporting studies/projects. A Master's degree in planning, public administration, public policy, environmental studies, architecture, or other appropriate major is preferred. However, candidates with comparable work experience are highly encouraged to apply. A complete job description is available at <https://charlottevt.org/jobs>.

The salary range for the position is _____, DOQ. The position is eligible for pro-rated health, dental and retirement benefits. Charlotte is an EOE and values diversity and inclusiveness in the community and workplace. Email applications, including a cover letter and résumé, to townadmin@townofcharlotte.com by _____. Applications submitted after this deadline may be accepted on a rolling basis. The Selectboard intends the selected candidate to start in _____.