

# **TOWN OF LA POINTE POSITION OPENING**

## **PLANNING AND ZONING ADMINISTRATOR**

**HOURS:**

Part-time (up to 20 hrs/week)

**IMMEDIATE SUPERVISOR:**

Town Administrator

**COMPENSATION:**

26.65/hr

### **JOB SUMMARY:**

This position performs professional work promoting, facilitating and coordinating planning, development and zoning activities for the Town. The Planning and Zoning Administrator issues land use permits and works with the Town Plan Commission (TPC) regarding comprehensive planning and the implementation of land use regulations according to the town's and county's zoning ordinances. This includes interpretation of unclear zoning ordinance language and review of applications required to come before the Commission for recommendation to the Town Board.

### **QUALIFICATIONS:**

Any combination of training and experience equivalent to a bachelor's degree in a position-related field; plus five years of progressively responsible experience in planning, engineering or construction field. Experience in the administration of a zoning ordinance including interpretation, permit reviews and enforcement is preferred. Subject to Town Board discretion.

FOR MORE INFORMATION PLEASE CONTACT

Town Administrator Max Imholte

[administrator@townoflapointewi.gov](mailto:administrator@townoflapointewi.gov) or 715-747-6914

PLEASE SUBMIT RESUME & COVER LETTER TO

Town Clerk

PO Box 270 Lapointe, WI 54850

[clerk@townoflapointewi.gov](mailto:clerk@townoflapointewi.gov)

POSTED UNTIL FILLED

**The Town of La Pointe is an Equal Opportunity Employer**