JOB ANNOUNCEMENT | **Zoning Administrator** | **Apply by August 21, 2026**
All materials online at: ccrpcvt.org/jobs

Chittenden County Regional Planning Commission (CCRPC) is seeking a full-time Zoning Administrator (35 to 37.5 hours per week) to work with two municipalities in Chittenden County. The position will serve as the appointed Zoning Administrator for two municipalities (Underhill and St. George). Zoning Administrator duties include processing local permits, staffing the municipal development review boards, zoning enforcement, and participating in appeals of permitting decisions.

The ideal candidate has knowledge and skills in land use planning and development review through professional, educational and/or volunteer experiences. This position requires effective written and verbal communication skills, the ability to work independently, and a strong customer service ethic. Night meeting attendance is expected a few times per year. A valid driver's license and reliable transportation are required. The position will require work in an office setting at municipal offices in Chittenden County.

Please consider applying even if you do not meet all the qualifications. CCRPC will train the right candidate.

The CCRPC believes that a diverse and culturally proficient staff strengthens our ability to serve our communities. We welcome applicants who bring a wide range of backgrounds, identities, and lived experiences. Successful candidates must demonstrate a commitment to working effectively with diverse populations and to continuing to build their cultural competency if hired. CCRPC is an Equal Opportunity Employer.

CCRPC offers an excellent benefits package, including: paid time off with regular increases based on years of service; paid holidays; flexible retirement savings options with generous employer contributions; excellent health insurance options with available HSA in which CCRPC pays 85% of the premium for medical and 100% of the premium for dental; paid family and medical leave; life insurance policy; annual wellness benefit; and more. CCRPC is committed to fostering a supportive, flexible, human-centered working environment and a healthy work/life balance.

Salary is dependent upon qualifications within the ranges ($55,000 - $62,500). Please send a letter of interest and resume (with references and contact information) in one PDF to Charlie Baker, Executive Director (cbaker@ccrpcvt.org) and Taylor Newton, Deputy Director (tnewton@ccrpcvt.org). We will begin reviewing resumes on August 21, 2026. This position will remain open until filled. Visit ccrpcvt.org/jobs for more information.