

ZONING ADMINISTRATIVE ASSISTANT

WOODSTOCK, VERMONT PLANNING & ZONING DEPARTMENT
31 The Green
Woodstock, VT 05091

Overview:

The Municipality of Woodstock, Vermont is accepting applications for the position of Zoning Administrative Assistant (“ZAA”). This is a full-time position (40 hours per week) offering an excellent benefits package and the opportunity to help shape the future legacy of this world-renowned historic community. Commonly known as “The Prettiest Small Town in America,” Woodstock was also recently identified as one of the “Top 2023 travel destinations” by American Express.

The ZAA reports to and is evaluated by the Director of Planning & Zoning (“Director”). The ZAA’s main responsibility is to support the Director in their administration of the statutes and regulations. This requires a highly responsible, organized, and solutions-based personality. The ZAA shall be subject to the Town and Village personnel policies, which includes a 180-calendar day probationary period. Starting annual pay would be \$48,000 – \$57,000, based on experience. Projected start date in early April 2023.

Along with required trainings, as assigned by the DPZ, the ZAA will be presented the opportunity to develop as a land use professional through other desired coursework and casework. Dependent on performance and budget, this position also offers the opportunity for career advancement.

You will...

Job Description

- Serve as the Department’s first point of contact, triage requests and correspondence, intercept and handle administrative tasks, monitor correspondence for sensitive and priority items, manage calendars, schedule and coordinate materials for Board and Commission meetings.
- Prepare, maintain, and record documents including decisions, meeting agendas and minutes, notices, reports, presentations, and correspondence, at a high level of quality.
- Ensure conformance with established guidelines and deadlines, provide timely feedback and status updates upon request.
- Provide a daily read-ahead with information for the next day and next week activities of the Department, prior to the end of each day.
- Develop strong relationships with the public, quickly establish yourself as a trusted partner in the execution of all responsibilities while demonstrating exceptional organizational skills, good judgment, flexibility, confidentiality, an appropriate level of urgency, and grace under pressure.
- Plan, coordinate, and ensure that the Director’s schedule is followed and respected, serve as “gatekeeper,” for direct access to the Director.
- Serve as the Department’s administrative liaison to the Boards and Commissions.

You Bring...

Core Qualifications

- Knowledge and experience normally acquired through, or equivalent to, the completion of an associate degree and a minimum of 3 - 5 years of recent and relevant experience.
- Strong PC literacy with advanced skills in Microsoft Office 365 (e.g.: Teams, Outlook, OneNote, OneDrive, Excel, PowerPoint) and Portable Document File (PDF) editor software (e.g.: Adobe Acrobat Pro DC, Nitro).
- Tact, diplomacy, and discretion: You work well across all teams and sensitively manage confidential information.
- A sense of refined urgency: You innately develop an understanding of Departmental priorities, and exercise good judgement to balance multiple requests and execute the most important responsibilities with high quality.
- Initiative, organization skills, and confidence: You adeptly manage multiple responsibilities in parallel and readily adapt to change as needed.
- A highly collaborative working style: You create trusting relationships, share ideas, welcome feedback, and productively challenge your own and others' assumptions to generate new ideas to facilitate better outcomes.
- A track record of self-directed learning: You are willing and able to approach unfamiliar situations and responsibilities and devote the time and energy to learn what is required to succeed.

Preferred Qualifications (not required)

- A Bachelor's degree from an accredited college or university with a major field of study in land use regulation, urban planning, public administration, public policy, or related fields.
- At least three (3) years of experience in local government or similar public-sector organization, which required interacting with elected officials, boards, or commissions.

Working Conditions:

This is an in-person position. The ZAA is expected to perform their duties under normal office conditions, currently consisting of five (5) days, totaling forty (40) hours per week. The ZAA is also expected to be available for time outside of regular operating hours to attend night meetings (3 to 4 per month).

Equal Opportunity Employer:

Woodstock is an equal opportunity employer. All personnel transactions are based on merit and job-related qualifications without regard to race, ethnicity, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).

To apply, please send a cover letter and resume to Steven Bauer, Director of Planning & Zoning at sbauer@townofwoodstock.org.