



Planning & Development Assistant

The City of St. Albans, Vermont, is looking for a new member of our team to take on a significant role in providing municipal services for residents, property owners, visitors and businesses in our community. The Planning & Development Assistant is a full-time, salaried position entrusted with supporting land use permitting, property valuation, downtown revitalization and other planning & development activities.

The City is looking for candidates with a high level of organization, attention to detail, follow-through, public communication skills, customer service, and a solution-based focus. The ideal candidate will have experience with executive support, communications/marketing, paralegal assistance, and/or customer service. The selected employee will be expected to work effectively with all community members and recognize the importance of racial and social equity.

Please review the full job description at www.StAlbansVT.com/Jobs. The hiring salary range is expected to be between \$40,000 and \$50,000, commensurate with experience and qualifications. An excellent benefits package is available.

To apply, please send a resume and cover letter to info@stalbansvt.com, attn: Chip Sawyer, Director of Planning & Development. Resumes will be accepted until the position is filled.

The City of St. Albans is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law. We encourage members of traditionally underrepresented communities to apply.