

## **Planning and Zoning Administrator**

Energize your career at the City of New Richmond! Do you take pride in your work while placing safety and family first? If so, then this may be the opportunity for you! The City of New Richmond is growing and accepting applications for a Planning and Zoning Administrator. While the requirements of this position will be similar to other communities, this job is unique. New Richmond is a community that has an abundance of assets. High quality schools, acres and acres of recreational amenities and a quality of life that is second to none. Beyond the job as our new planning and zoning administrator, we are committed to celebrating you and your family!

This position will direct and coordinate the application, review and enforcement of zoning and subdivision ordinances; manage zoning plan review, support field inspections and enforcement efforts; and coordinate, prepare, process and present zoning appeals to the zoning board of appeals if necessary. Minimum qualifications for the position include a bachelor's degree in public or business administration, planning, urban development, architecture, engineering or related field. American Institute of Certified Planners (AICP) Certification required within two (2) years of hire. Desirable qualifications include two or more years of experience in public planning and/or public sector development services and a willingness to embrace new technologies and ways of doing business.

This is not just a job....We are committed to celebrating you and your family!

So, consider joining us because in New Richmond, the best is yet to come!

Full position details are available at [www.NewRichmondwi.gov](http://www.NewRichmondwi.gov). Qualified applicants should submit a cover letter, resume, and completed City of New Richmond employment application to the attention of Human Resources Manager at [sreese@newrichmondwi.gov](mailto:sreese@newrichmondwi.gov). The position will be posted until filled, although preference will be given to completed application packets received on or before July 6<sup>th</sup>, 2018.