



ZONING ADMINISTRATOR

Part Time Position Opening

The Town of Spider Lake is accepting applications for the position of ZONING ADMINISTRATOR.

The Zoning Administrator oversees conformance to and enforcement of the Town's Land Use Ordinance. Work responsibilities include reviewing and issuing permits, performing site visits, office administration and public interaction.

The successful candidate will require integrity, initiative and the ability to work independently and effectively with the public and other officials. Hours are flexible, but will average 10 to 15 hours per week.

A detailed role description is available from the Town of Spider Lake Clerk. Starting wage will be commensurate with experience and average \$25 per hour with additional incentives available. Training will be provided.

Email resumes to clerk@townofspiderlake.com or zoning@townofspiderlake.com or contact the Town Clerk at 715-462-3977.

SECRETARY to the Plan & Review Commission

Part Time Position Opening

The Town of Spider Lake is accepting applications for the position of SECRETARY to the Plan & Review Commission (P&RC). This individual will support the work of the P&RC and the Zoning Administrator.

Work responsibilities include the preparation and maintenance of Plan & Review Commission and Zoning Department records, and attending and taking minutes for the P&RC meetings.

The successful candidate will need to work independently, be detail-oriented, and work effectively with the public and other officials. General computing skills, with knowledge of Microsoft Word and Excel, are essential. Hours are flexible, averaging 5 hours per week. Training will be provided.

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