



Located in Door County, Wisconsin, the Village of Sister Bay is an active, growing community with over 1100 year-round residents. During the summer and fall, Sister Bay becomes a vibrant tourist destination and home to over 8,000 seasonal residents. The Village of Sister Bay is seeking qualified candidates for the following position:

### **Zoning & Code Compliance Officer**

This is a full-time position in the Village of Sister Bay. The Zoning and Code Compliance Officer will report to the Village Administrator. This person will perform skilled, technical work interpreting and ensuring compliance with the zoning code and other related codes or ordinances of the Village.

The duties of this role include conducting visual inspection of properties and ensuring compliance with current codes including zoning, property maintenance, and nuisance, among others. This person will enforce Village ordinances, coordinate investigations and inspections, and provide support to Village staff related to planning and zoning. This role includes inputting data, documenting communications, researching laws, and other skills on a computer, tablet, and smartphone.

This role requires excellent written and oral communication skills, advanced organizational skills, knowledge of municipal laws and processes, the ability to read and interpret maps and plans, the ability to accurately enter data, and the ability to work efficiently and independently. The employee must be able to attend the Sister Bay Plan Commission meetings on a monthly basis, as well as the Sister Bay Board of Trustees meeting on an as-needed basis.

Education such as a Bachelor of Science degree in Political Science, Planning, Public Administration, Geography, or Sociology preferred or equivalent work experience. Three years of direct employment experience in the public sector is preferred. This person must have a valid driver's license and a willingness to use their own transportation to perform their duties within the Village.

Wages for this role begin at \$25 per hour plus benefits.

The full job description may be obtained online at [www.sisterbaywi.gov](http://www.sisterbaywi.gov).

**Applications will be accepted until March 31, 2024, or until the position is filled.** Applications may be obtained at the Village Administration Office, 2383 Maple Drive, Sister Bay, WI 54234 or online at [www.sisterbaywi.gov](http://www.sisterbaywi.gov). Please call (920) 854-4118 with questions.

*Sister Bay is an equal opportunity employer and provider.*