

**Town of West Tisbury
Zoning Board Administrator**

The West Tisbury Zoning Board of Appeals has an opening for a zoning board administrator. This position is 35 hours per week and includes benefits. Starting wage is at grade 6 step 1 at \$28.82 per hour. Major duties include administering the application process, attending board meetings, taking minutes and writing and filing decisions. Minimum qualifications: a high school degree required, Associate's degree preferred with two –four years administrative experience or related field preferred. Any relevant combination of education and experience necessary to acquire the required knowledge, skills and abilities. Self motivated individual with strong writing skills interpersonal and computer skills a must. Please write to WT ZBA at zba@westtisbury-ma.gov or by mail at P.O. Box 278 West Tisbury, MA 02575. Applications and job descriptions are available at town hall or online at www.westtisbury-ma.gov. Deadline to apply is March 15, 2018 at 4:00 PM. The town of West Tisbury is an Equal Opportunity Employer.