

TOWN OF COTTAGE GROVE
4058 County Road N
Cottage Grove, WI 53527

The Town of Cottage Grove, Dane County, Wisconsin, is seeking applicants for a Planning and Development Facilitator to start immediately. The primary role of this position is to assist the Plan Commission and Building Inspector with planning and development matters. Related duties include permit approval and administration, response to public inquiries, staff and consultant coordination, attendance at all Plan Commission meetings and Town Board meetings when Plan Commission recommendations are considered, preparation of Plan Commission agendas and minutes, and follow-up to ensure that Town approvals and ordinances are enforced for new development. The secondary role of this position is to perform general office support functions as directed by the Clerk-Treasurer.

This is a part-time position of up to 24 hours per week, including office hours of 8:00 a.m. to 12:30 p.m., Monday through Friday. Attendance at Plan Commission meetings, usually the fourth Wednesday evening of each month, and Town Board meetings when Plan Commission recommendations are considered, usually the first Monday of each month, is required. Benefits available include participation in the Wisconsin Retirement System, health insurance, paid holidays, and paid time off. Hourly wages will be \$25-\$30, depending on qualifications.

The ideal candidate would have a degree or experience in planning, geography, real estate, or a related field; strong organizational and verbal and written communication skills; the ability and willingness to work with others to address sometimes challenging development proposals and circumstances; the ability to work under deadlines with competing priorities; be proficient in a wide range of software applications. A valid driver's license and reliable personal transportation are required. A criminal background check will be required, and the position holder must be bondable according to State Statutes and able to obtain a notary public certification.

To apply, please send a cover letter, resume, writing sample, and completed application form to the Clerk at clerk@tn.cottagegrove.wi.gov.

The application form and complete position description can be found at <https://www.tn.cottagegrove.wi.gov/job-openings/>