

**Town of Tiverton, Rhode Island**  
**Part-Time Zoning Officer**

The Town of Tiverton is looking for qualified individuals to fill the part-time position of Zoning Officer, responsible for ensuring compliance with state and local laws and regulations relating to zoning, land use, building construction and maintenance, public health and safety, minimum housing standards, nuisances, blight and other matters of public concern. Duties include conducting inspections, preparing and tracking enforcement actions, and providing information and assistance to businesses, residents, the general public, and other Town departments and offices. The successful candidate will have several years of experience with code enforcement, be able to work independently as well as collaboratively, and able to respond to inquiries, complaints, and requests for service in a timely, fair, tactful, and firm manner. Ability to read maps, legal documents and descriptions, prepare and maintain accurate records, and use computer programs and technology required. Additional requirements and a full job description may be found on the Town's website at [www.tiverton.ri.gov](http://www.tiverton.ri.gov). Interested candidates should send a resume and cover letter that includes three references to: Personnel Board, P.O. Box 38, Tiverton, Rhode Island 02878. Applications will be accepted through Friday, March 15, 2019 or, if necessary, until the position is filled. The Town of Tiverton is an equal opportunity employer.