

TOWN OF BOULDER, UTAH PUBLIC NOTICE

Governing Body: TOWN COUNCIL

Notice Type: Information

JOB ANNOUNCEMENT

Boulder Town is currently hiring for an essential part-time position. Compensation is based on the Town's established pay scale and will be discussed during the hiring process based on experience.

We are looking for self-motivated individuals with strong verbal and written communication skills who work well with colleagues, community members, and town officials. Proficiency with Google Workspace and Microsoft Office is highly valued.

ZONING ADMINISTRATOR

Boulder Town is seeking a Zoning Administrator who is enthusiastic about administrative work. The ideal candidate should have excellent communication skills, be adept at collaboration, pay meticulous attention to detail and deadlines, know when to seek guidance from land use experts, and thrive in a fast-paced, ever-changing environment.

Job Description

The Zoning Administrator is a part-time position requiring approximately 20 to 40 hours per month. This role is supervised and supported by the Mayor, the Town Councilmember overseeing staff, and the Planning Commission Chair.

The Zoning Administrator enforces and interprets the Town's zoning ordinances and related regulations. Responsibilities include reviewing applications, conducting research and site inspections, providing technical assistance, and ensuring compliance with zoning requirements and applicable state laws.

The Zoning Administrator plays a crucial role in the Town's overall operations. In addition to regular duties, this position may require assisting with other town operations, especially during staff absences, vacancies, or specific projects.

The Zoning Administrator must collaborate and interact professionally with the Town Council, Boulder Town Advisory Boards, Board of Adjustments, Town Staff,

applicants, and the public, as these interactions are essential for the Zoning Administrator.

This description outlines the position's primary duties and minimum qualifications. The Town may assign other functionally related duties within the scope of responsibility to meet operational needs.

Responsibilities & Essential Functions

- **Communication Skills:** Demonstrate excellent verbal and written communication skills.
- **Work Style:** Work independently while effectively collaborating with staff colleagues, community members, and elected officials.
- **Email Management:** Maintain the assigned town email address and groups, ensuring responses are provided within three business days.
- **Application Review:** Review and process zoning permits, variance requests, and other related applications for compliance with local ordinances.
- **Inspections:** Conduct site inspections to verify zoning compliance and investigate potential violations.
- **Enforcement:** Enforce zoning regulations, support the Mayor and Town Clerk with issuing violation notices, and work with property owners to resolve issues.
- **Technical Assistance:** Provide technical assistance and information to the public, developers, and other stakeholders regarding zoning requirements.
- **Record Keeping:** Maintain accurate records of applications, permits, inspections, and enforcement actions.
- **Reporting:** Prepare reports on zoning activities, violations, application status, and other relevant data for planning commissions and other governing bodies.
- **Zoning Duties:** Carry out Zoning Administrator responsibilities according to town ordinances, including project approvals, building permits, subdivision applications, temporary use permits, and ordinance interpretations.
- **Documentation Submission:** Submit signed subdivision, zoning ordinance, or Conditional Use Permit (CUP) application packets to the Planning Commission Clerk at least ten days prior to the Planning Commission meeting.
- **Required Training:** Complete all required training, including Open and Public Meetings Act Training and Introductory Training for Municipal Officials.
- **Collaboration:** Collaborate with other departments and agencies on zoning and land-use issues.

Applicable Boulder Town, Utah Code of Ordinance

The roles of the Zoning Administrator are explicitly defined in town ordinances, including Sections 153.044, 152.043, 153.171, 152.065, and 153.026. Additionally, the Zoning Administrator serves as the sole member of the Town's Administrative Land Use Authority (ALUA), which is responsible for reviewing and approving subdivision applications.

Qualifications

- A high school diploma or equivalent is required; a higher education degree, such as a Bachelor's degree in urban planning, public administration, or a related field, is preferred.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to work independently as well as in a team environment.
- Experience in zoning administration, planning, or code enforcement preferred.
- Knowledge of zoning principles, practices, and legal procedures.
- Strong communication and interpersonal skills.
- Ability to interpret and apply regulations and policies.
- Proficiency in record keeping and report preparation.
- Ability to handle sensitive information with confidentiality.

Benefits

- Competitive salary based on the current [Boulder Town Staff Pay Schedule](#).
- Opportunities for professional growth and development

Employment Status

Employment in this position is at-will; either the Town or the employee may end employment at any time, with or without cause or notice. This statement is intended to be consistent with Utah Code §10-3-1105. This appointed position is exempt from the protections described in §10-3-1105(1)(a).

How to Apply

Submit a letter of interest, your resume, and three professional references.

- **Email:** info@boulder.utah.gov
- **Drop off:** Place in the Town Office dropbox (located below the bulletin board to the right of the Community Center front door).

- **Mail:** PO Box 1329, Boulder, Utah 84716

The Mayor will handle all follow-up communication, including scheduling interviews with the hiring committee. While the position remains open until filled, **please submit your application by Wednesday, October 7, 2026, to be considered for the first round of interviews.**

Call 435-335-7300 or email info@boulder.utah.gov or mayor@boulder.utah.gov.

NOTICE

CERTIFICATE OF POSTING

This Agenda and Notice was publicly posted on the following locations:

- The Utah Public Notice website (<http://pmn.utah.gov>)
- Boulder Town's website (<http://www.boulder.utah.gov>)
- Boulder Town's Bulletin Board

Date Published: **September 24, 2026**

/s/ Elizabeth Julian, Town Clerk