

The City of Benton, KY is currently accepting resumes for a part-time Planning & Zoning Administrator. This position will be Monday and Wednesday from 8:00 am to 4:00 pm and Friday from 8:00 am to 12:00 pm. Must attend and administer Planning & Zoning Commission meetings the first Monday of each month at 5:30 pm.

Applicant must have computer skills and ability to organize and manage multiple tasks. Necessary to have knowledge and experience in general office procedures and equipment. Must be able to interact with the public in a professional manner and have strong customer service skills that include answering phones and assisting the public. Background in real estate is preferable.

Submit resume to City of Benton, 1009 Main Street, Benton, KY 42025 by April 15, 2022. A complete job description is available upon request at Benton City Hall or by emailing [bcooper@cityofbenton.org](mailto:bcooper@cityofbenton.org). The City of Benton is an Equal Opportunity Employer and reserves the right to reject any and all applicants.