



TOWN OF KENNEBUNKPORT, MAINE

– INCORPORATED 1653 –

Code and Planning Coordinator Planning and Development Department

Are you ready to make a difference in a community that is as vibrant as it is scenic? You have a wonderful chance to shape the future of Kennebunkport by becoming our next Code and Planning Coordinator. This job is the best of two worlds: you will have a chance to work closely with the Code Enforcement Officer while helping the Director write ordinances and plan the future for the community. The candidate must be capable of working within a team environment as well as individually. We need someone who is not afraid to roll up their sleeves and dive into short-term rentals, ordinances, and Committees and Boards work. A great attitude is non-negotiable – we are all about fun and a positive vibe.

The Town of Kennebunkport offers a \$60,000 - \$75,000 salary. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. We believe in supporting our workforce's health and well-being with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using 13.5 paid holidays, 12 days of sick leave, and 2 weeks of vacation leave annually.
- **Health Insurance Coverage**– Kennebunkport pays **85%** of health insurance premium.
- **Retirement Plan**– Kennebunkport contributes to the Maine Public Employees Retirement System (MainePERS), and/or ICMA 457 program on behalf of the employee.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **10 workdays of fully paid parental complementing** leave.
- **Career Advancement** – training and tuition reimbursement programs.

Join us in making Kennebunkport the town of the future. Please submit a [town application](#), a letter of interest, and a resume to Yanina Nickless, Human Resources Administrator, Town of Kennebunkport, P.O. Box 566, Kennebunkport, Maine 04046 or via email to ynickless@kennebunkportme.gov. The position will remain open until filled; the review of resumes will begin on April 22, 2024.