



Town of Windsor Employment Announcement

Planning and Zoning Administrator

The Town of Windsor is seeking a qualified individual for its full-time Planning and Zoning Administrator position. Salary range is \$44,600+ DOQ, plus excellent benefits. Essential functions include maintenance and enforcement of the zoning/subdivision ordinances, review of site/subdivision plans, review and issuance of zoning permits, and other duties as they arise. Serves as staff to the Town's Planning Commission and Board of Zoning Appeals.

Candidates must have excellent communication and organizational skills, ability to read and interpret site plans, ability to work in a team environment, and should be self-motivated. Possession of a bachelor's degree in planning, public administration or a related field, VAZO Certified Zoning Administrator certification, experience with ESRI ArcGIS, and familiarity with Munis are a plus. The successful applicant will be a direct report to the Town Manager.

A town employment application may be obtained at the Town of Windsor Municipal Center, 8 E. Windsor Blvd., P.O. Box 307, Windsor, VA 23487, or online at www.windsor-va.gov. (757) 242-4288. Applications will be accepted by mail to the address above or by email to wsaunders@windsor-va.gov. The Town of Windsor is an Equal Opportunity Employer. Open until filled.