



## **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 \$44,500+ 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. Serves as staff to the Town's Planning Commission and Board of Zoning Appeals. Other duties include maintenance & upgrade of Town's Geographic Information System and permits database, ensures compliance with applicable State and Federal Laws, and other tasks as they arise.

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 related field is a plus, and will be considered in conjunction with any combination of equivalent education and experience. VAZO Certified Zoning Administrator certification, experience with ESRI ArcGIS, and familiarity with Munis is also 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](http://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](mailto:wsaunders@windsor-va.gov). The Town of Windsor is an Equal Opportunity Employer. Open until filled.