



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. 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, and VAZO Zoning Administrator certification are a plus.

The successful applicant will be a direct report to the Town Manager. Salary range is \$49,200 - \$73,787 DOQ, plus excellent benefits. Benefits include VRS retirement, health care, dental, life insurance and funding assistance for certification.

Job details and applications may be obtained from the Windsor Town Office, 8 E. Windsor Blvd., Windsor, Virginia, 23487 or at www.windsor-va.gov/page/employment-opportunities/.

Applications may be hand-delivered or mailed to William Saunders, 8 E Windsor Boulevard, P. O. Box 307, Windsor, VA 23487 or emailed to wsaunders@windsor-va.gov.

The Town of Windsor is an EOE. The position is open until filled.