

WE ARE HIRING



ZONING ADMINISTRATOR

This position manages and enforces the Fairfield Subdivision and Zoning Bylaws. Primary responsibilities include responding to information requests and permit applications from the public; reviewing applications for completeness; preparing materials and written summaries for the Planning and Zoning Board of Adjustment (PZBA). The ZA works with the PZBA Chair to organize meetings in accordance to VT's Open Meeting Law. The ZA must engage effectively with the public and have prior experience with municipal operations. Strong research skills and understanding of state regulations related to planning, zoning and development required. Successful candidates should excel at prioritization, flexibility, and meeting deadlines.

**Please submit cover letter and resume to
Cathy Ainsworth, Town Administrator,
PO Box 5, Fairfield, VT 05455;
townadmin@fairfieldvermont.us.**

