

Part-Time Zoning Administrator – Town of Readsboro, Vermont

The **Town of Readsboro** is seeking a detail-oriented, community-minded **Part-Time Zoning Administrator** to help guide local development and ensure projects align with Readsboro's zoning bylaws.

About the Role

This position serves as the town's primary contact for zoning and land use matters. The Zoning Administrator reviews permit applications, assists property owners and developers, conducts site visits, and enforces zoning regulations. The role combines independent administrative work with community engagement and field inspections.

Key Responsibilities

- Review and process zoning permit applications.
- Provide guidance on zoning regulations to applicants and residents.
- Conduct site visits and investigate zoning complaints or violations.
- Maintain accurate zoning records and documentation.
- Collaborate with the Selectboard, Planning Commission, and Development Review Board.
- Stay current on Vermont land use laws and town zoning bylaw updates.

Qualifications

- 1+ year of experience in zoning, planning, or related field (or equivalent education/experience).
- Strong organizational and communication skills.
- Ability to work independently with sound judgment.
- Comfortable using standard office software and digital tools.
- Familiarity with Vermont zoning and planning statutes preferred.
- Valid driver's license required.

Why Join Us

This is a great opportunity to make a meaningful impact in your community while enjoying flexible, part-time work. The position offers a mix of office and field work, professional autonomy, and collaboration with local leaders dedicated to thoughtful town planning.

Compensation: Based on experience, as determined by the Readsboro Select Board.

Status: Part-Time, Exempt

Contact: For Additional information; visit Town website at: readsborovt.org

Candidate should submit a letter of interest that includes experiences to:

Readsboro Planning Commission, PO Box 187, Readsboro, VT 05350

Or submit via email: barthowesvt@gmail.com