

The Town of Fayston is looking for a Zoning Administrator. This is a 32-hour a week hourly position requiring administration of land use permits, Development Review Board and Planning Commission administration, E911 coordination, and Health Officer responsibilities. This position will also provide other essential municipal services including grant writing/administration and road inventory data maintenance. The ideal candidate will be able to guide community members through our zoning procedures and maintain a high level of public confidence and customer service in Town operations, whether it be through answering questions or enforcing land use regulations.

Prospective candidates must have strong organizational skills, attention to detail, ability to follow-through, public communication and customer service skills, and a solution-based focus. The ideal candidate will have experience with administering regulatory processes, possess leadership qualities in managing customer/client relations, and have the ability to deliver public communications on complex topics. The selected employee will be expected to work effectively with all community members, board members, staff, and employees.

Please review the full job description at [faystonvt.com](http://faystonvt.com). Salary based on experience and qualifications. To apply, please send a resume and cover letter to [faystonsb@madriver.com](mailto:faystonsb@madriver.com). Resumes will be reviewed upon receipt by the hiring committee. The hiring committee will make recommendations to the Planning Commission who will, in turn, recommend candidate(s) to the Selectboard. The Selectboard will make the final hiring decision. Resumes will be accepted until the position is filled.

The Town of Fayston is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law.

Jared Cadwell, Chair  
Chuck Martel  
Michael Jordan  
Fayston Selectboard