



Town of Pittsford
PO Box 10 * 426 Plains Road
Pittsford, VT 05763
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www.pittsfordvermont.com

TOWN SEEKS NEW ZONING ADMINISTRATOR/E-911 COORDINATOR

The Town of Pittsford seeks an individual who understands blueprints, basic zoning regulations, and exhibits common sense in issuing zoning permits. Zoning Administrator duties include processing local permits, zoning enforcement, and participating in appeals. This position requires effective written and verbal communication skills, the ability to work independently, and a strong customer service ethic. Regular night meetings are expected. A valid driver's license and reliable transportation are required. The position will require work in an office setting at the Pittsford municipal offices. The expected working hours are approximately twelve hours a week with a set schedule.

The E-911 coordinator works with the State to assign 911 address numbers to all new buildings in the Town of Pittsford.

Please consider applying even if you do not meet all the qualifications for this position. The Town of Pittsford will train the right candidate.

Please submit your cover letter, resume, and three references to manager@pittsfordvermont.com or mail to PO Box 10 Pittsford, VT 05763. Applications will be accepted and interviews will be on a rolling basis until position is filled.