



Town of Sanbornton
Office of the Board of Selectmen
P.O. Box 124
573 Sanborn Road
Sanbornton, New Hampshire 03269
603-286-8303

TOWN OF SANBORNTON EMPLOYMENT OPPORTUNITY

Zoning Administrator

The Town of Sanbornton, NH is seeking interested and qualified candidates for the part-time position of Zoning Administrator. Sanbornton is located in the “Lakes Region” of New Hampshire with a year round population of 3,000 that can swell to 6,000 in the summer months. The Zoning Administrator administers the town’s zoning ordinance, which includes but is not limited to: reviewing and processing Certificate of Zoning Compliance (CZC) permit applications, completing on-site inspections to assure full compliance with all zoning ordinance requirements, collecting applicable fees, issuing approved CZC permits, providing assistance to applicants for understanding and complying with ordinance requirements and other applicable local and state land use regulations and working in coordination with the local Fire Department, Health Officer and other officials in processing CZC applications and the administration and enforcement of local, state and national life safety codes or any environmental regulations or codes. Position may attend evening meetings as needed, with a flexible schedule.

The successful candidate shall be knowledgeable in the administration and enforcement of land use and/or zoning regulations including state and federal laws and regulations pertaining to land use and development (with emphasis on the area of zoning). The Zoning Administrator shall have the ability to analyze, interpret and apply municipal land use ordinances and regulations for the Town of Sanbornton; read and interpret site plans, land development plans, building plans and construction drawings and shall possess strong communication skills with the ability to establish and maintain effective working relationships especially with applicants and the general public.

The Zoning Administrator position requires a Bachelor’s degree in planning or related field plus 3 years’ experience in administration and enforcement of land use and/or zoning regulations, or any equivalent combination of education and experience with demonstrated possession of required knowledge, skills and abilities to perform the essential duties of this job.

To apply, submit cover letter, application and resume to:

Katie Ambrose, Town Administrator, PO Box 124, Sanbornton, NH 03269

Applications and a detailed job description are available on our website at www.sanborntonnh.org. Position is open until filled. The Town of Sanbornton is an EOE.