

**TOWN AND VILLAGE OF LUDLOW, VERMONT**  
**Planning & Zoning Department**

**EMPLOYMENT OPPORTUNITY**

**Zoning Clerk**

**Part-Time | 20 Hours Per Week**

**About the Position**

The Town and Village of Ludlow is seeking a motivated and detail-oriented individual to join our Planning & Zoning Department as a part-time Zoning Clerk. This is an excellent opportunity for someone interested in local government, land use planning, or municipal administration.

The Zoning Clerk will provide essential administrative and clerical support to the Planning & Zoning Director and the Development Review Board (DRB), helping to ensure the efficient processing of permits, applications, and public meeting materials. This is a part-time position at 20 hours per week. Schedule is flexible within normal business hours and will be determined in coordination with the Director.

**Key Responsibilities**

- Receive, log, and file zoning and land use permit applications; maintain accurate permit tracking records.
- Assist with records management, including organizing and maintaining physical and digital files.
- Conduct basic research and records lookup in support of permit review and compliance inquiries
- Assist in preparing agendas, packets, and meeting materials for the Development Review Board (DRB) and Planning Commission.
- Answer and direct incoming phone calls; respond to general inquiries from applicants, property owners, and the public.
- Greet walk-in visitors and provide initial assistance or referrals.
- Assist with data entry, correspondence, and general office tasks as directed.
- Support posting of public hearing notices and other required notifications.
- Assist the Director with special projects and other duties as assigned.

**Minimum Qualifications**

- High school diploma or equivalent required; associate's degree or coursework in public administration, planning, or a related field preferred.
- Prior administrative, clerical, or office experience required; municipal government experience a plus.
- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and general office equipment.
- Excellent communication skills, both verbal and written.
- Ability to interact professionally and courteously with the public, applicants, and staff.
- Ability to maintain confidentiality and work independently with minimal supervision.

**Compensation & Benefits**

- \$20-\$25/hour commensurate with experience
- Able to earn accrued part-time sick leave based on the State of Vermont's percentage for each hour worked in every pay period.
- 13 paid holidays per year

**Additional Information**

For additional information about this position contact Ms. Erin Ladd, Director of Planning & Zoning at: 802-228-4870, or email [Erin eladd@ludlow.vt.us](mailto:Erin.eladd@ludlow.vt.us)

**How to Apply**

Interested applicants should submit the following to the Town and Village of Ludlow, Planning & Zoning Department:

- A cover letter describing your interest in the position and relevant experience
- A current resume

Submit in person, by mail, or email\* to:

Town and Village of Ludlow, ATTN: Town Manager Penny Wu  
PO Box 359, 37 Depot Street, Ludlow, VT 05149

- [pwu@ludlow.vt.us](mailto:pwu@ludlow.vt.us)

**Application Deadline:** Open until filled. First review of applications will begin July 1st.

The Town and Village of Ludlow is an Equal Opportunity Employer.