



Job Announcement

Planning & Zoning Recording Secretary - Part-time position - Approximately 5 hours/week (\$16/hour). This involves attending one evening meeting per week on Zoom, then typing up meeting minutes, and emailing them to the Planning & Zoning office within 2-3 days of the meeting. Development Review Board meetings – 1st and 3rd Tuesday of the month (7:30pm). Planning Commission meetings – 2nd and 4th Wednesday of the month (7:00pm). An excellent source of extra income for folks looking to supplement a day-time job. Requires access to a computer with Microsoft Word software and email.

An employment application can be found at the following link:

<http://www.hinesburg.org/employment/employment-application.pdf>

If interested, please submit a completed application to Joy Dubin Grossman at jdubingrossman@hinesburg.org.

Joy Dubin Grossman
Interim Town Administrator
Town of Hinesburg
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Hinesburg, VT 05346
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