

**Town of Bristol
Job Description**

Zoning & Planning Director

(Zoning Administrator, Town Planner and Economic Development Officer)

Job Summary:

The focus of this office is multifaceted. As the Zoning Administrator, you will oversee your assistant(s), advise the public on how zoning bylaws apply to their property, you will review and make decisions on zoning permit applications, sub division applications and handle enforcement actions as required. You will also assist the Planning Commission (PC), Zoning Board of Adjustment (ZBA) and Downtown Review Commission (DRC) by preparing agendas, public hearing notices, taking minutes of their meetings and be responsible for maintaining the public records that are generated as part of the zoning process.

As the Town Planner, you will assist the Planning Commission in gathering information regarding issues facing Bristol and in the development of zoning/subdivision regulations and the Town Plan.

As the Economic Development Officer you will work with the Selectboard and Town Administrator to promote business and industrial opportunities within the Town and liaise with the business community, Bristol CORE and other agencies.

The Zoning Administrator is appointed by the Selectboard after nomination by the Planning Commission, for a term of three years. (24 V.S.A. § 4448)

Job duties and responsibilities:

- Understand and implement the Town of Bristol’s Zoning Regulations and zoning permit process to assure compliance.
- Provides assistance and information to Town staff and the public regarding planning and zoning issues.
- Investigates and addresses all enforcement issues that arise in the zoning process.
- Assist the Planning Commission, Zoning Board of Adjustment and Downtown Review Commission in preparing agendas, public hearing notices, minute taking and research.
- Maintain all public records that are generated as part of the zoning process.
- Supervise and assign tasks to Assistant Zoning Administrator(s).
- Maintain department page(s) on website.
- Research and compile information on a variety of planning issues for the PC.
- Evaluates or assists in the evaluation of rezoning and writing the Town Plan.
- Work with the Road Foreman to issue Driveway Access Permits.
- Research and prepare applications for applicable grants.
- Advise existing and potential businesses on the zoning process.
- Identify and promote (via website, FPF, etc.) new business and/or industrial opportunities within Bristol.
- Initiate and conduct discussion with the private sector regarding economic development.

- Identify, promote and connect businesses with available programs or agencies which assist with economic development.
- Attend Bristol CORE meetings and meetings of various government, community and business groups.
- Prepare and submit reports as requested on various economic development topics.
- Advise the Town Administrator and Selectboard on matters related to economic development.