



Town of Bristol

1 South Street
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POSITION TITLE: ZONING & PLANNING ADMINISTRATOR / E-911 COORDINATOR

NATURE OF POSITION

The Zoning & Planning Administrator / E-911 Coordinator plays a critical role in implementing the Town of Bristol's development regulations in a consistent and fair manner to help ensure that proposed growth and development is accomplished in accordance with Bristol's development regulations and Town Plan. Duties to include implementing the Unified Development Regulations, which includes zoning and subdivision bylaws and floodplain regulation; the permit process; enforcement actions for non-compliance; assistance to the public; and assistance to the Planning Commission, Development Review Board, and Design Review Commission. It may include taking meeting minutes if a secretary is not available. The position will also provide guidance regarding planning initiatives and statutory changes. As E-911 Coordinator, new street addresses would be assigned to new development and disseminated to the appropriate parties.

The position is currently envisioned as part-time at approximately twenty (20) hours per week, including evening meetings.

APPOINTMENT, SUPERVISION, AND EVALUATION

Vermont State Statutes identify this position as the Administrative Officer, who is appointed by the Selectboard after nomination by the Planning Commission, for a term of three years. (24 V.S.A. § 4448). After the initial appointment, the Selectboard may choose to reappoint for additional terms. The Zoning & Planning Administrator is supervised and evaluated by the Selectboard, which the Selectboard may seek assistance from or delegate to the Town Administrator. The Zoning & Planning Administrator shall be subject to the Town's personnel policies.

DUTIES AND RESPONSIBILITIES

- Thoroughly understand and implement the Town of Bristol's Unified Development Regulations and permit processes to ensure compliance.
- Carry out required Administrative Officer duties as specified under 24 V.S.A. §§ 4448 and 4449 and described in the Zoning Administrators Handbook published by the Vermont Land Use and Education Collaborative (2005) and the Town Officers' Handbook, published by the Vermont League of Cities and Town (2014), as either may be subsequently amended.
- Provide assistance and information to Town staff, local officials, and the public regarding planning and development regulation issues.
- Assist the Planning Commission (PC), Development Review Board (DRB), and Design Review Commission (DRC) in preparing agendas, public hearing notices, research, and provision of materials for their review.
- Maintain all public records that are generated as part of the development review process.

- Serve as a liaison among the PC, DRB, DRC, development boards, Town Administrator, and Selectboard.
- Serve as the liaison to the Federal Emergency Management Agency (FEMA) on issues related to flood regulations and flood insurance.
- Serve as Bristol's E-911 Coordinator.
- Issue zoning permits and certificates of compliance within the limitations of the bylaws and other applicable laws, ordinances, and regulations.
- Enforce all provisions of the bylaws, including the issuance of notices of violations.
- Assist the Development Review Board in drafting decisions that reflect the will of the DRB and ensure that decisions are issued in a timely and procedurally correct manner.
- Maintain department pages on Bristol's Web site.
- Implement Bristol's floodplain management regulations consistently and fairly.
- Research and compile information on a variety of planning issues for the Planning Commission.
- Evaluate or assist in the evaluation of bylaw revisions and updates of the Bristol Town Plan.
- Coordinate with the Public Works Foreman regarding issuance of Driveway Access Permits.
- Research and prepare or assist in the preparation of applications for applicable planning grants.
- Advise applicants and prospective applicants about the development review process.
- Participate in trainings, workshops, and other opportunities for continued learning and professional development.
- Comply with all provisions of Vermont's Open Meeting and Public Records laws.
- Post and maintain regular office hours that are reasonable and accessible.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Review applications for building construction, change of use, conditional uses, signs, and other regulated activities in a consistent and fair manner.

- Coordinate with the respective Chairs of the Planning Commission, Development Review Board, and Design Review Commission with the preparation of meeting agendas and hearing notices.
- Provide meeting materials to respective board and commission members in advance of their meetings.
- Post meeting agendas in accordance with the Open Meeting Law, including on Bristol's Web site.
- Maintain and adhere to a calendar of application and public notice deadlines.
- Prepare occasional reports for the Town Administrator, Selectboard, and respective Chairs on permit and other departmental activities.
- Prepare information for the Annual Town Report on behalf of the PC, DRB, and DRC and/or assist the respective Chairs of the PC, DRB, and DRC in the preparation of individual annual reports.
- Advise applicants or prospective applicants to contact the Addison County Region Permit Specialist employed by the Agency of Natural Resources regarding any State permits that may also be required (although it is the applicant's obligation to apply for and obtain relevant State permits.)
- Maintain records of attendance of board and commission members of the PC, DRB, and DRC for the purpose of annual or semi-annual compensation based on number of meetings attended.
- Conduct site visits to facilitate appropriate review of applications or proposed applications, ensure compliance with issued permits, and to investigate potential or actual violations.
- Overall customer service.

DESIRED QUALIFICATIONS, ABILITIES, AND SKILLS

- Familiarity with state and federal laws and regulations affecting municipal development review.
- Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions, and committees.
- Ability to work accurately with numbers and to prepare, understand, and present accurate and easily understood reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to work proficiently with computers, software, and other technological tools that are essential for the efficient conduct of the Zoning & Planning Director's (Administrator?) / E-

911 Coordinator responsibilities. Knowledge and understanding of NEMRC software is ideal, but not required.

- Ability to research and understand State statutes, rules, and regulations related to the responsibilities of the position as well as related to permit requirements from other State agencies, such as Act 250, water and sewer allocations, and stream alterations.
- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem, and offer objective recommendations.
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his or her charge.
- Ability to organize and use time effectively and handle multiple responsibilities simultaneously.
- Ability to keep accurate, organized records.
- Ability to work independently and perform detailed work with minimal supervision.
- Ability to manage confidential information in a professional and legal manner.
- Ability to listen to and accept criticism and constructive feedback.
- Interest and willingness to attend appropriate training to maintain and improve skills.
- Ability to work on detail-oriented projects and tasks alone or with others to meet deadlines.
- Ability to interact with the public, coworkers, local officials, the media, and others with courtesy, tact, objectiveness, fairness, and compassion.
- Positive attitude and ability and willingness to collaborate as part of a team.
- A valid driver's license and reliable vehicle.

Approved by the Bristol Selectboard on November 27, 2023.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.