



Town of Bristol
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Planning and Zoning Administrator / E-911 Coordinator

Position Title: Planning and Zoning Administrator / E-911 Coordinator

Reports To: Town Administrator

Status: Full-time (flexible with evening meetings required)

Job Summary

The Planning and Zoning Administrator / E-911 Coordinator (PZA) is responsible for overseeing the Town of Bristol's planning and development review operations, ensuring compliance with the town's development regulations, and maintaining public safety standards through effective management of the E-911 system. This role, averaging 32-35 hours per week, includes zoning administration, support to local boards, public assistance, and assignment of new street addresses. The position requires evening meetings and regular office hours.

Essential Duties and Responsibilities

1. Zoning and Planning Administration:

- Administer Bristol's Unified Development Regulations, including zoning, subdivision bylaws, and floodplain management.
- Issue zoning permits and certificates of compliance.
- Enforce bylaws and regulations, including issuing violation notices.
- Serve as a liaison to the Planning Commission, Development Review Board, Design Review Commission, and town staff.
- Provide guidance on statutory changes and planning initiatives.
- Maintain public records generated during the development review process.
- Issuance of municipal water and sewer allocations in conjunction with the permitting process.

2. E-911 Coordination:

- Assign new street addresses for development projects.
- Disseminate E-911 addresses to relevant parties and agencies.

- Collaborate with state and federal agencies regarding emergency services and regulations.
3. **Administrative Support:**
- Assist in preparing meeting agendas, public notices, and reports for the Planning Commission, Development Review Board, and Design Review Commission.
 - Conduct site visits and inspections related to permits and compliance.
 - Maintain and update the town's planning-related web pages.
4. **Public Assistance:**
- Provide guidance to applicants on the permit process.
 - Answer inquiries from the public, local officials, and developers on planning and zoning matters.
 - Facilitate workshops, training, and ongoing education to stay updated on best practices and regulations.
5. **Collaboration and Coordination:**
- Work with the Town Administrator, Town departments, and other municipal entities on planning and public works projects.
 - Assist in updating the Town Plan, Capital Improvement Plan (CIP), and bylaws.
 - Collaborate with the Town Administrator to identify, manage, and implement the town's development and infrastructure projects.

Required Qualifications

Education:

High school diploma or equivalent (relevant college degree preferred).

Experience:

- Experience in municipal planning, zoning administration, or a related field.
- Familiarity with state and federal development laws, including Vermont's Act 250.
- Knowledge of the Bristol Unified Development Regulations, Bristol Town Plan, and other relevant municipal ordinances.

Knowledge, Skills, and Abilities

- **Technical Knowledge:**
 - Understanding of zoning, floodplain management, and subdivision regulations.
 - Ability to interpret and apply development regulations.

- Proficiency with office software and technology tools relevant to zoning administration.
- Familiarity with NEMRC software (preferred but not required).
- **Communication and Interpersonal Skills:**
 - Strong oral and written communication skills.
 - Ability to interact tactfully with the public, developers, and officials.
 - Skilled in preparing reports, presentations, and official correspondence.
 - Ability to facilitate productive meetings and public hearings.
- **Analytical Skills:**
 - Ability to evaluate planning applications and determine compliance with regulations.
 - Capability to research and apply state and federal statutes to local planning issues.
 - Strong problem-solving skills, with the ability to offer creative solutions.
- **Organizational and Time Management Skills:**
 - Ability to manage multiple tasks and meet deadlines.
 - Strong record-keeping and documentation skills.
 - Ability to work independently and with minimal supervision.
- **Professionalism:**
 - Ability to maintain confidentiality and handle sensitive information.
 - Willingness to seek out professional development opportunities and stay current with evolving regulations.

Working Conditions

- The position requires a mix of office work and field visits. Regular evening meetings are required. The position is full-time, averaging 32-35 hours per week.
- The Planning and Zoning Administrator is expected to attend Selectboard meetings and other town-related events upon request.
- Some travel may be required for meetings with regional, state, and federal officials.
- A valid driver's license and access to reliable transportation.

Reporting and Supervision

- The Planning and Zoning Administrator / E-911 Coordinator is appointed by the Selectboard, reports to the Town Administrator, and is evaluated by the Selectboard in accordance with town policies or state statutes.

Adoption: This job description was reviewed and adopted by the Bristol Selectboard on October ___ 2024.

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, gender identity, sexual orientation, income, or familial status.

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