

# Town of Hudson, NH



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**Section:** Zoning Administrator  
**Subject:** Job Description

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<b>Title – Zoning Administrator</b>	<b>Revision Dates: 5/2026</b>
<b>Union – The Hudson Police, Fire, and Town Supervisors Association</b>	
<b>Origination Date: 3/2023</b>	<b>Review Frequency: As Needed</b>

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A. Accountability

The Zoning Administrator is responsible for administering and enforcing the Town’s zoning ordinances and land use regulations in a fair and consistent manner. This position provides guidance to residents, contractors, developers, boards, and staff, while ensuring compliance with applicable regulations, maintaining accurate records, and supporting orderly community development through professional and responsive service.

B. General Duties & Responsibilities

The Zoning Administrator for the Town of Hudson is responsible for administering and enforcing local zoning ordinances, land use regulations, and related municipal codes. This position reviews permit applications and site plans for compliance, provides guidance and information to residents, contractors, developers, and Town staff, and investigates zoning complaints and potential violations. The Zoning Administrator maintains accurate records and files, prepares reports and correspondence, and coordinates with other Town departments and outside agencies as needed. This position is expected to exercise sound judgment, provide professional and responsive customer service, and perform additional duties as assigned by the Director of Development Services.

C. Specific Duties & Responsibilities

1. Responsible for interpreting codes and ordinances adopted by the Town relating to zoning, building and housing. Explains and assists the public in understanding Town ordinances and procedures.
2. Conducts inspections to ensure that all State and local laws and regulations are adhered to in relation to zoning, building, and planning, takes action as required to correct violations. Routinely patrols the Town to view potential zoning and code violations.
3. Provides technical assistance to the Zoning Board of Adjustment and Planning Board. Works with the Zoning Board of Adjustment in overall coordination of the Zoning activities of the Town. Attends Zoning Board of Adjustment meetings.
4. Performs on site field inspections and investigates to determine compliance with land use and zoning ordinances. Issues violation notices where non-compliance is discovered and advises the Board of Selectmen of any orders and subsequent action.
5. Determines action to be taken against violating sources. Prepares reports, recommendations, and actions. Determines applicability of statutes, codes and regulations. Authorizes issuance of citations or directives for compliance.
6. Maintains accurate records of field inspections, reports, meeting results and correspondence relating to enforcement issues.
7. Participates in legal action against violators. Schedules and conducts hearings. Testifies as an expert witness in court. Reviews and evaluates prepared drafts of legal cases.
8. Studies new materials, regulatory requirements, methods, etc. in order to determine applicability and conformance with Town standards; prepares new legislation and ordinances in order to be consistent with current developments in zoning enforcement and land use.
9. Maintains current knowledge of Town Ordinances, as well as state laws relative to zoning and land use.

D. Knowledge, Skills & Abilities

1. Thorough knowledge of State laws and Town ordinances, regulations, policies, and procedures related to zoning and code enforcement.
2. Ability to read and interpret site plans, tax maps, and related documents.
3. Ability to exercise sound judgment and resolve new or changing issues effectively.
4. Ability to prepare and present technical and statistical reports.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to explain zoning ordinances and code enforcement requirements to the public, employees, and Town officials.
7. Ability to establish and maintain effective working relationships with Town officials, regulatory agencies, employees, and the general public.
8. Must be computer literate; experience with GIS software preferred.

E. Minimum Qualifications

1. Bachelor's degree in Business Administration, Architecture, Engineering, or a related field.
2. Minimum of five (5) years of experience in zoning, code enforcement, engineering, construction, building, or a related field.
3. Any equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities will be considered.
4. Must possess and maintain a valid driver's license.

F. Abilities

1. Ability to interpret and enforce zoning ordinances, land use regulations, and related municipal codes in a fair and consistent manner.
2. Ability to communicate effectively with residents, contractors, developers, Town officials, and regulatory agencies, both verbally and in writing.
3. Ability to analyze site plans, maintain accurate records, and exercise sound judgment when resolving zoning and code enforcement issues.

G. Working Conditions

1. Considerable physical effort required in walking, standing and climbing while performing inspections and investigations.
2. Work is performed under varied conditions, involving some disagreeable factors, such as climatic conditions, dirt and dust, uneven terrain, and exposure to normal construction hazards while reviewing projects under construction.

**Disclaimer**

*This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing operational needs of the Town of Hudson, New Hampshire. This position does not constitute an employment contract and remains subject to applicable collective bargaining agreements, Town of Hudson policies, and all relevant New Hampshire laws and regulations.*