



TOWN OF HUDSON

12 School St.
Hudson, New Hampshire 03051

Position Opening **Zoning Administrator**

Position Overview

The Town of Hudson, New Hampshire is seeking a highly organized and detail-oriented professional to serve as **Zoning Administrator**. Under the direction of the Director of Development Services, the Zoning Administrator is responsible for the interpretation and enforcement of zoning regulations and ordinances to ensure compliance with all applicable codes and regulations adopted by the Town, as well as the protection of public health, safety, and welfare. This position also serves as the Town's Code Enforcement Officer.

Essential Duties and Responsibilities

- Interprets Town codes, ordinances, and procedures related to zoning, building, housing, planning, and land use.
- Assists residents, property owners, contractors, and other members of the public with questions regarding Town ordinances and zoning requirements.
- Conducts inspections and field investigations to determine compliance with local and state laws and regulations.
- Patrols the Town to identify potential zoning and code violations and takes appropriate action to correct violations.
- Issues violation notices, compliance directives, citations, reports, and recommendations as needed.
- Maintains accurate records of inspections, reports, correspondence, meeting outcomes, and enforcement actions.
- Provides technical assistance to the Zoning Board of Adjustment and Planning Board, including attendance at Zoning Board of Adjustment meetings.
- Participates in enforcement actions, hearings, and legal proceedings, including providing testimony when required.
- Reviews applicable laws, regulations, codes, and ordinances to ensure continued compliance with Town standards and current zoning practices.
- Assists with preparing or updating zoning-related ordinances and regulations as needed.

Additional duties may be assigned consistent with the responsibilities of the position.

Minimum Qualifications

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

Working Conditions

This position requires considerable physical effort, including walking, standing, and climbing while performing inspections and investigations. Work is performed under a variety of conditions and may involve exposure to disagreeable factors such as weather conditions, dirt and dust, uneven terrain, and normal construction-related hazards while reviewing projects under construction.

Compensation and Benefits

Compensation for this position is governed by the current Hudson Police, Fire, and Town Supervisors Association Collective Bargaining Agreement (2023-2028). **The starting salary range for this position is \$98,052 to \$102,935**, depending on qualifications and experience. The Town of Hudson offers a comprehensive benefits package, including health insurance, participation in the New Hampshire Retirement System (NHRS), paid time off, and professional development opportunities.

Interested candidates should submit a cover letter and resume to:

Email: Hudsoncareers@hudsonnh.gov

Address: Human Resource Generalist
Town of Hudson
12 School Street
Hudson, NH 03051

Position open until filled.

The Town of Hudson is an Equal Opportunity Employer.

This job description does not constitute an employment agreement and may be modified as operational needs require.