



## **TOWN OF BRISTOL**

**230 Lake Street, Bristol, NH 03222**

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### **Job Opportunity: Part-Time Planner**

Nestled in the hills and surrounded by Newfound Lake—New Hampshire’s cleanest lake—and Wellington Beach—New Hampshire’s best swimming spot—the Town of Bristol is looking for a team player to fill our part-time Planner position.

Bristol is busy with many ongoing and new projects, and we are looking for a teammate that will hit the ground running on Day 1. We strive to create a business-friendly environment to help our town’s tax base grow while balancing the need to preserve our beautiful surroundings, and you will be on the front line of helping us get there.

You will responsible for a diverse range of professional planning services with an emphasis on assisting the public and applicants with inquiries; reviewing applications for development; reviewing interpreting site plan and subdivision regulations, ordinances, and regulations. We also have very knowledgeable and active boards of with you will work hand-in-hand. This will include writing and presenting reports to various boards and committees; preparing, revising, and implementing long-range master plans; assisting with economic development planning efforts; working with conservation planning efforts; assisting with data collection, analysis, and reporting; providing technical assistance to Town boards, committees, commissions, and departments; and assisting with special planning efforts.

A candidate for this position should have considerable knowledge of planning concepts and Master Planning efforts; working knowledge of site plan and subdivisions review and procedures and the principles and practices of zoning and zoning administration; ability to speak clearly and effectively in public settings and write and explain technical matters in a clear and concise manner; demonstrated ability to maintain a high degree of organization and attention to detail; ability to enforce established codes, regulations, and ordinances; the ability to establish and maintain effective working relationships with Land Use Department personnel, Town employees and consultants. Some working knowledge of GIS is a plus. Most importantly, having good communication skills, a good attitude, lots of patience, the ability to keep an even keel, and a sense of humor are the keys to success in our community.

Bristol is a beautiful New England town that is located just twenty-five miles northwest of Concord, New Hampshire’s capital. We offer all the benefits of small town living, remaining close to major recreational attractions and business centers. We have a year-round population of approximately 3,300 and a seasonal summer population of approximately 6,500 inhabitants. Town employees, those involved in local government and all of the many volunteers who give so generously of their time are dedicated to providing the best possible service to our residents, businesses, and visitors.

The hourly wage range of this position is \$19.71 to \$26.21, and we have a grade and step system with eligibility for annual merit pay increases. We are looking for 16 to 24 hours per week, which includes some night meetings for committees. Concurrently, we are advertising for a part-time Land Use/Health Officer position. If you wish to be considered for that position as well, please state so in your cover letter.

For a copy of the job description and to submit materials, contact [executiveassistant@townofbristolnh.org](mailto:executiveassistant@townofbristolnh.org) or

Wendy Costigan, Bookkeeper/Executive Assistant  
Town of Bristol  
230 Lake Street  
Bristol, NH 03222

Please include a cover letter, resume, three references and wage requirements in your submission packet.

Resume review and interviews will be on a rolling basis. The position will remain open until filled.

The Town of Bristol is an Equal Opportunity Employer (EOE/ADA).