



COUNTY OF ACCOMACK HUMAN RESOURCES

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Deputy Director, Zoning & Planning

- **Type:** Full Time
- **Salary/ Range:** \$56,610 - \$82,085
- **Posted Date:** Open Until Filled

The County of Accomack is seeking qualified applicants for a Deputy Director of Zoning and Planning. This position, serves as the appointed roles of County Zoning Administrator and Subdivision Agent, in addition to deputy director administrative tasks. Specifically, to manage and enforce the Zoning Ordinances of the County and serve as the deputy of the Zoning and Planning operations of the Building, Planning and Economic Development department. Employees in this classification perform both field and administrative work. The position is responsible for interacting with citizens, professionals and other regulatory agencies; reviews permit applications, site plans, and drawings as well as perform site visits to ensure compliance with established County practices and applicable state and federal laws and regulations. This position also supervises departmental staff and manages special projects.

Minimum qualifications include: Bachelor's degree, supplemented by 3 to 5 years related experience and/or training involving zoning, planning, landscape design, or code/standards review and enforcement. Prior supervisory and project management experience a must. **Preferred qualifications:** Demonstrated commitment of continuing professional development & credentialing; supplemented by 6 + years' experience involving applying set standards or ordinances in a variety of situations, and making decisions/judgements in timely, consistent manner. Excellent communication skills and demonstrated computer proficiency. Familiarity with research competencies and process mapping is helpful.

Special Requirements: Ability to obtain Certified Zoning Administrator (CZA) or Certified Zoning Official (CZO) certification within 12 months of employment; Possession of a valid driver's license; Satisfactory completion of a criminal background check and drug screening prior to employment; Satisfactory completion of a Department of Motor Vehicles records check prior to employment and annually thereafter.

Hiring salary is dependent on qualifications. For a full job description and application, please visit our online employment portal: <http://www.co.accomack.va.us/residents/job-opportunities>

For questions, or to request accommodation, please contact: Human Resources, 757-787-5705 or AskHR@co.accomack.va.us

Accomack County is an Equal Opportunity Employer

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