

Senior Zoning Administrator  
Northampton County, Virginia

The essential function of this position is to enforce zoning ordinances. The position is responsible for knowledge and enforcement of County zoning ordinances, related inspections, and preparing reports. The position works under the Director of Planning, Permitting & Enforcement.

Supervises inspections for compliance with County zoning ordinances; resolves non-compliance issues, and / or issues citations to violators; supervises follow-up inspections to ensure implementation of corrective measures. Supervises the Current Planner position jointly with Senior Planner. Accepts and review applications for zoning permits. Responsible for issuing plan approval and permits specific to the codes and programs the Zoning Administrator administers. These include site plan approvals, waiver approvals, mitigation plan approvals, WQIA approvals, zoning clearances, land disturbance permits and wetlands permits. Provides information and discusses regulations with property owners, business owners, contractors and the general public. Excellent communication skills are essential. Please see complete job description on County website.

Requires Bachelor's degree in civil engineering, landscape architecture, planning public administration, or a closely related field. Requires a Virginia Association of Zoning Officials' Certified Zoning Administrator (CZA) certification. Requires valid Virginia's Driver's License and requires two years of related experience.

Excellent communication skills are essential. The minimum salary for this position is \$52,315.47 plus benefits.

Please refer to Northampton County's website online for further job descriptions, requirements and county's application form [www.co.northampton.va.us/jobs.html](http://www.co.northampton.va.us/jobs.html)  
Please submit completed County application form with cover letter to Human Resources  
PO Box 66  
Eastville, Va. 23347 by June 30, 2017. Northampton County is an EOE.