

**ZONING ADMINISTRATOR**  
**Town of Culpeper**  
**Full-Time – Excellent Benefits**  
**Salary Range - \$54,620.80 - \$87,401.60**

The Town of Culpeper's Planning & Community Development Department is seeking qualified applicants for a Zoning Administrator. The successful candidate will coordinate zoning and code inspection services; review plans and applications for compliance with codes, ordinances, and regulations; conduct inspections; consult with code violators to remedy violations; provide staff assistance to Planning Commission, Board of Zoning Appeals, Architectural Review Board, and Parking Authority; and assist with budget and capital improvements planning. Candidate must have thorough knowledge of municipal ordinances governing zoning related codes; general knowledge of legal procedures as related to the enforcement of laws and ordinances; ability to establish and maintain effective working relationships with property owners, building associates, and the general public; and ability to enforce ordinance and regulations with firmness, tact, and impartiality.

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in public administration, urban planning or related field and considerable local government zoning experience. Certified Zoning Administrator certification required. American Institute of Certified Planners (AICP) designation preferred.

Application and position profile are available at [www.culpeperva.gov](http://www.culpeperva.gov). Preference will be given to applications received by February 12, 2018.

**EOE**