

# MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT  
MONTGOMERY COUNTY • VIRGINIA  
WWW.MONTGOMERYCOUNTYVA.GOV



755 ROANOKE ST, SUITE 2D  
CHRISTIANSBURG, VA 24073  
PHONE: 540.394-2007

## POSITION VACANCY

### PLANNING COORDINATOR

Planning Department

Under the supervision of the Planning Director, the Planning Coordinator's essential duties include assisting citizens with; residential and residential accessory zoning permits, review of residential and commercial site plans and plats, assists in the review of Special Use Permits/Rezoning/Agricultural/Forestry Districts, and answer general questions relating to County ordinances. This position will also attend and prepare minutes for the Planning Commission and Board of Zoning Appeals, and assist with abatement of zoning violations. Position will also provide clerical and administrative support to the Department in absence of or in conjunction with the Administrative Assistant.

Bachelor's degree in Planning or related field of study or suitable combination of prior work experience and education. Certified Zoning Official (CZO), Planning Commission (CPC) and Board of Zoning Appeals (BZA) certifications preferred. Salary \$41,570/year with excellent benefits (Virginia Retirement System, 401 & 457 retirement plans; paid health/dental/vision, flex spending, life, disability, retirement, wellness program) and more!

For more information about this position or to apply for accommodation for disabilities, contact Human Resources at (540) 394-2007; TTY/Voice (1-800-828-1120 or 1-800-828-1140); County Job Line: (540) 394-2010; visit our website at [www.montva.com/jobs](http://www.montva.com/jobs) to apply for this position.

Review of applicants will begin immediately, and all applications must be received by **Tuesday, January 15, 2019** in order to be considered. Interested candidates should apply online at <http://www.montgomerycountyva.gov/hr>. To request application assistance for disabilities, contact Human Resources at (540) 394-2007. For more information, please call the County Job Line at (540) 394-2010.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.



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