

Zoning Officer

James City County Zoning Enforcement seeks an individual to perform experienced technical work in the enforcement of County zoning and related ordinances. There are two levels of Zoning Officer distinguished by the level of work performed and the qualifications of the employee. Position is eligible for [Full-Time County Benefits](#)

Zoning Officer I: \$32,994 / year or higher DOQ

Zoning Officer II: \$38,146 / year or higher DOQ

Responsibilities:

- Enforce the Zoning and Subdivision ordinances, as well as a wide variety of other County Codes.
- Review zoning and related permits for compliance with applicable ordinances, including building, sign, and well/septic permits.
- Process violations, including field investigations, assembling technical information, meeting with property owners to discuss complaints, as well as citing violators and following up to ensure abatement.
- Research, compile, and communicate information in a clear concise fashion to various boards, commissions, and citizens at their request; attend meetings of these bodies as necessary to present information.
- Collect evidence; testify and present evidence in court; prepare and maintain records of field investigations.
- (*Zoning Officer II Only*) Work with Zoning Officer I to ensure appropriate division are notified of complex cases that may affect multiple departments and coordinates inspection efforts; routinely tour areas of the County and perform on-site inspections to determine compliance with applicable ordinances; perform complex research projects that may include court documents, State code items, and historical code research when requested; assemble, prepare evidence, and serve as expert witness in court cases; process violations, including field investigations, assembling technical information, meeting with property owners to discuss complaints, as well as citing violators and following up to ensure abatement; review zoning and related permits for compliance with applicable ordinances, including building, sign, and well/septic permits.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in planning, environmental health, science, public administration, or related field; some experience in enforcement of land use regulations or related public contract work.
- Must possess or be able to obtain within thirty (30) days of hire a Valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to communicate effectively both orally and in writing; prepare and present technical information clearly; establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, and the public.
- (*Zoning Officer II Only*) Must possess certification as a Certified Zoning administrator (CZA) by the Virginia Association of Zoning Officials.

Accepting applications until 11:59pm EST on 03/15/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>