

**Employment Opportunity
County of Buckingham
Administrator of Zoning and Economic/Community Planning**

The County of Buckingham is seeking an enthusiastic, energetic and motivated individual to join our staff as the Administrator of Zoning and Economic/Community Planning. This administrative position will encompass the preparation of staff recommendations, reports, and presentations on zoning applications to the Planning Commission, Board of Supervisors, and/or Board of Zoning Appeals and will develop, maintain, and administer a comprehensive economic planning program. Successful applicants must be able to complete the following tasks (not inclusive or exclusive):

- performs professional and advanced duties related to planning matters such as zoning, site plans, plat reviews, subdivisions, erosion and sediment control as well as permits;
- monitors community compliance with established planning, zoning and development;
- conducts field studies and researches data on issues, policies and concepts pertaining to planning, zoning and community development projects;
- gathers and analyzes statistical data regarding planning;
- meets with the general public to discuss planning, zoning and development issues;
- accepts applications and conducts field investigations of applications for variances of the Zoning Ordinance, Special Use Permits or Rezoning applications;
- works to promote business and economic interest within the county and town;
- works with the Buckingham County Administrator to develop a short- and long-term economic development plan;
- serves as an advocate for economic development within the county as outlined within the comprehensive plan, zoning ordinances and/or goals as established by the County Board of Supervisors;
- works closely with the Buckingham Chamber of Commerce to identify areas of concern in the promotion of business location and expansions;
- maintains existing inventory of available buildings and business and residential development sites within the community;
- works closely with local, regional, and state agencies on economic development opportunities, programs, services and plans;
- monitors legislation and regulations relating to economic development, and planning and zoning matters; and
- demonstrates the ability to search, write, and understand effective grant writing for economic opportunities that will be beneficial to the county. Other duties may also be required or assigned by the County Administrator.

Minimum Personal Qualifications/Attributes:

Applicant must develop a working knowledge of the business community and maintain a positive working relationship with the general public, local government, area organizations, and area businesses. Applicant must be able to communicate effectively, interacting positively and professionally with subordinates, County Administrator, and Board of Supervisors. The ability to be an active team player with other county staff, attend professional development workshops and/or conferences to keep abreast of trends and developments in the field of economic development, and professionally represent the County of Buckingham on matters related to economic development are required of the

applicant. These personal characteristics and duties are considered required for this position but are not to be construed as exclusive or all-inclusive.

Preferred Qualifications:

A bachelor's degree in planning, public administration, or related field is preferred. Related experience in professional planning and local government is highly desirable. Successful candidate must pass a criminal background check and provide references.

Supervision, Salary, and Benefits:

This position is a direct report to the County Administrator.
This is a full-time position and offers County of Buckingham benefits.
Salary is dependent on related experience and educational background.

Application:

To be considered for this position, you must complete and submit a Buckingham County application for employment no later than the cut-off date stated in this announcement. A resume is welcomed and may accompany the application. The application must be fully completed (including periods of unemployment if applicable). Each application is reviewed or documentation that shows the applicant meets the minimum and preferred qualifications stated in the job announcement.

The decision to interview an applicant is based on the information provided on the application; therefore, it is essential to fully complete each section of the application and provide descriptive information.

Submitting an incomplete application, or an application lacking in detail, may result in your non-selection for an interview.

An application may be acquired from our website www.buckinghamcountyva.org or by contacting the Office of the County Administrator at 434-969-4242, or by email to bcarter@buckinghamcounty.virginia.gov

Deadline for application is 4:00 p.m. April 1, 2019

Buckingham County is an Equal Opportunity Employer