

Nelson County is seeking interested and qualified applicants for the following position:

Position: Director of Planning and Zoning

Department: Planning & Zoning

Hiring Range: \$61,028 - \$70,551

Closing Date: Until filled

Beginning Date: As soon as possible

Responsibilities include administration of planning and zoning for Nelson County in accordance with state and local codes and ordinances. Administration may include studies and analysis for maintaining the Comprehensive Plan and subdivision and zoning ordinances as well as support functions to the Board of Zoning Appeals, Planning Commission, Board of Supervisors, and the Thomas Jefferson Planning Commission. Duties include site plan and subdivision plat reviews to determine compliance with subdivision and other regulations, processing zoning applications, investigating complaints on zoning violations, supervision of office staff, management of department budget, and assisting and communicating with citizens as may be required. Must have the ability to perform GIS analysis using mapping and other related software tools. Must have knowledge of planning and zoning principles, state and local codes relating to zoning, subdivision of land, erosion, and sediment control. Must be able to communicate courteously and effectively with the public in oral and written form. The successful applicant will possess strong administrative and organizational skills and be able to perform effectively with limited staff resources. Previous supervisory experience is preferred. Bachelor's degree in related field or equivalent experience is desirable; Master's degree is preferred. Residency in Nelson County within one year of hire date is preferred for the successful candidate.

Interested persons may apply in person at Nelson County Finance & Human Resources, 84 Courthouse Square, Lovingson, VA; by mail to P.O. Box 336, Lovingson, VA 22949; by email to lstaton@nelsoncounty.org; or by fax to (434) 263-7134. Required submissions include: [Nelson County Job Application @ http://www.nelsoncounty-va.gov/departments/human-resources/documents-forms/](http://www.nelsoncounty-va.gov/departments/human-resources/documents-forms/), Cover Letter, Resume, and Three (3) References. (434) 263-7137. EOE.