

Assistant Zoning Administrator/Planner

The County of Amherst is accepting applications for an Assistant Zoning Administrator/Planner. The Assistant Zoning Administrator/Planner position is primarily responsible for interpretation, application and enforcement of the County Zoning and Subdivision Ordinance, erosion and sediment control, and storm water regulations. Daily duties include analysis and review of site plans, subdivisions and zoning permits; response to zoning inquiries and zoning enforcement activities; and management of erosion and sediment control and storm water regulations. With a focus on customer service, the person in this position provides assistance on zoning related issues; tracks all applications for site plan reviews, subdivisions, variances and appeals; assigns all projects for review; and provides project review and analysis, research, report preparation and staff support to the Planning Commission, Board of Supervisors, Board of Zoning Appeals and other appointed committees. A four year baccalaureate degree with major coursework in planning or a related field and considerable experience in planning and code enforcement or an equivalent combination of education and experience is required. The person hired will also be responsible for seeking combined administrator certification for erosion and sediment control from the Virginia Department of Conservation and Recreation and become a Certified Zoning Administrator (CZA) within one (1) year of hire. Salary: Negotiable DOE and excellent benefits.

The required Amherst County application may be downloaded at:

https://www.countyofamherst.com/egov/documents/1529941761_07819.pdf

The position is open until filled. For timely consideration, please submit the completed County application along with a resume and a listing of three professional references by July 1, 2019. Faxed or emailed applications will not be considered. The completed application and required support documents may be hand delivered to the Amherst County Human Resources Department at 153 Washington Street, Amherst, VA 24521 or mailed to the attention of Linda Martin Warner, Director of Human Resources, P.O. Box 390, Amherst, VA 24521. EOE.