

ESSEX COUNTY VIRGINIA JOB ANNOUNCEMENTS

Job Title: Building and Zoning Office Manager

Category: Full Time

Pay Grade: 109

FLSA Status: Non-Exempt

This position performs responsible clerical and technical work in supporting the building and zoning department. This position regularly interacts with the public to answer general questions regarding building and zoning, permits and other related information. Applicant should have a working knowledge of personal computers and programs including Microsoft Office, email, internet and the ability to clearly and effectively communicate orally and in writing with residents, contractors, and consultants. Applicant will review content of applications, documents, and reports to ensure correct information/payment is obtained. Is responsible to schedule and coordinate inspections for residential and commercial inspections. The incumbent must be a self-starter with the ability to work both independently as well as with other team members. Skills needed include accuracy, organization and the ability to change priorities as needs arise. The understanding of the political dynamics of local government. Performs additional related tasks as required.

Successful candidate will be required to obtain the designation of Permit Technician by certification within 18 months.

Associate's degree with coursework concentration in a related field or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for the job supplemented by two (2) of progressively responsible clerical experience. Prior experience in construction or construction management desired.

The Building and Zoning Office Manager reports directly to the Zoning Administrator.

These duties and responsibilities are intended only as an illustration of the various type of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Completed applications should be submitted to Juanita Sydnor, Payroll & HR Manager, P. O. Box 1079, Tappahannock, VA 22560. Applications will be reviewed as received. Essex County is an equal opportunity provider.