

**CITY OF HARRISONBURG**  
invites applications for the position of:

# Zoning/Planning Technician

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$17.48 - \$20.46	\$1,398.40 - \$1,636.80	\$3,029.87 - \$3,546.40	\$36,358.40 - \$42,556.80

**OPENING DATE:** 12/13/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Are you looking for a career where you can utilize your experience and knowledge related to codes enforcement while also making a direct impact in the local community? If so, consider applying for the Community Development Department's Zoning/Planning Technician!**

The Zoning/Planning Technician is a full-time position with benefits and a preferred hiring range of \$36,358 - \$42,556 annually (the entire salary range is \$36,358 - \$61,131 annually). The ideal candidate for this position will thrive in a deadline intensive environment while enforcing the City's Zoning Ordinance, Sign Ordinance, and other sections of City Code in addition to providing zoning assistance to developers, the general public, and other City departments.

The Zoning/Planning Technician:

- Provides professional interpretation of and technical assistance related to the Zoning, Sign and other related ordinances of the City Code;
- Serves as a department resource by providing recommendations to the Zoning Administrator;
- Interprets and ensures compliance with the regulations of the Floodplain Zoning District;
- Reviews engineered comprehensive site plans, building permits, sign permits and other related permits;
- Reviews and approves home occupation permit requests;
- Conducts research to prepare zoning verifications;
- Meets with the public to conduct site visits and discuss violations, complaints, and future plans of property development;
- Responds to inquiries from and provides correspondence to the public regarding Zoning and Sign Ordinance complaints, violations, inspections and other matters with a high level of customer service by phone, in writing and in person;
- Investigates properties on a proactive and complaint basis for Zoning, Sign and other City Code violations.
- Documents investigation observations for possible legal action, which includes researching past and current uses of properties using a variety of resources;
- Sends written notices and summonses to property owners, tenants and businesses concerning ordinance violations;

- Prepares for court cases related to zoning enforcement, including preparing evidence required for court hearings, appearing in court and presenting testimony, as needed;
- Tracks building and sign permits, complaints, engineered comprehensive site plans and proactive code enforcement violations on a monthly basis;
- Edits and navigates maps and databases in ESRI ArcMap geographic information systems (GIS) software;
- Receives applications and prepares staff reports, agendas and presentations for zoning appeal requests and zoning variance requests;
- Serves as staff support to the Board of Zoning Appeals.

**Physical Requirements:** This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**Minimum Requirements:**

- Associate's/Technical degree with coursework in planning, public policy, engineering or a related field and minimal experience in codes enforcement, or equivalent combination of education and experience.
- Valid driver's license.
- Some experience in local government preferred but not required.
- Current Certified Zoning Official (CZO) designation preferred but not required.

The ideal candidate for this position will have:

- General knowledge of:
  - Routine legal procedures in reference to the enforcement of municipal, Federal and State laws and ordinances; and
  - The relationship and basic principles of zoning, building and development review and code administration.
- Ability to:
  - Learn and appropriately apply knowledge of the City's Zoning and Sign Ordinances;
  - Read and interpret blueprint, site plans and architectural designs;
  - Review, interpret and analyze technical and statistical information and share in a non-technical manner;
  - Enforce ordinances and regulations with firmness, tact and impartiality;
  - Prepare and present oral and written reports;
  - Communicate effectively both verbally and in writing; and
  - Establish and maintain effective working relationships with property owners, developers, engineers, architects, building contractors, attorneys, City officials and the public.

Successful applicants for this position will be subject to a DMV record check and must complete a satisfactory drug screen and criminal background check.

**To Apply:** All candidates must complete a City of Harrisonburg online employment application in order to be considered. The position may close at any time after 10 calendar days. (posted 12/13/2019)

***The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5312 - (Dec 2019)  
ZONING/PLANNING TECHNICIAN  
CM

OUR OFFICE IS LOCATED AT:  
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