Botetourt County (pronounced Bot-ah-tot), is one of Virginia's most scenic and historically significant County. Nestled just north of Roanoke, Virginia, Botetourt County offers American history blended with nature and modern attractions. When it was first established, the County extended all the way to the Mississippi River, covering parts of seven present-day states. Botetourt offers a slice of Americana, with charming small towns, traditions, and southern hospitality of life in the Blue Ridge Mountains.

Botetourt County is recruiting for the position of Code Enforcement Officer to join our Department of Community Development. This is a, full-time position with an excellent benefits package, including state retirement.

Recently, Botetourt has been involved in a host of projects and exciting announcements which are furthering the Botetourt 2040 vision to “Honor our History, Enjoy the Present and Shape the Future.” The reconstruction of Interstate 81’s Exit 150 Access Management Project and the announced locations of a new auto parts manufacturing facility, a major craft brewery, and the Virginia Community College Shared Services Center all continue to facilitate the need for managing day-to-day zoning activities as well as sound comprehensive and long-range planning.

The selected candidate will have responsibility for performing varied professional assignments in the field of zoning enforcement. Success in this position requires the ability to effectively interact with a diverse community, apply complex code requirements to varied situations, navigate conflict and seeks positive solutions. An ideal candidate would be articulate, resourceful, patient and detail oriented.

This position requires experience with:

- Investigating zoning complaints
- Conducting field investigations and researching related information
- Understanding, communication and applying complex code requirements
- Working in a solution-oriented team atmosphere

Thorough knowledge of:

- Code enforcement process and legal procedures
- Reading and interpretation of state and county codes, building permits, site plans, and related zoning documents

The ability to:

- ineffectively communicate with the public regarding the administration of the zoning ordinance
- Coordinate efforts with other departments and agencies
- Investigate violations of zoning regulations and ordinances, including site visits
- Prepare violations, notices and other related correspondence
- Develop and maintain automated tracking systems, hard copy files, and records
- Provide assistance to the County Attorney related to the prosecution of code enforcement cases
- Attend Board of Zoning Appeals, County Planning Commission and Board of Supervisors meetings
Education and Experience:

- High School graduate and two (2) years experience in planning, zoning, code enforcement, land use regulations, including considerable public contact, or an equivalent combination of education and experience that provides the knowledge, skills and abilities to perform job duties.

Preferred:

- VAZO CZO or equivalent certification
- Knowledge of the principals and practices of professional planning and zoning
- Experience with effective ordinance interpretation and implementation
- Considerable knowledge of requirements for land use development, engineering practices, and applicable procedures
- Previous experience in law enforcement and/or the enforcement of state, local or federal codes, and regulations would be beneficial

Application, Cover letter and Resume’ are required.

www.botetourtva.gov

Position will remain open until filled. Botetourt County is an Equal Opportunity Employer.