



## **PLANNING AND ZONING ADMINISTRATOR**

Cumberland County is seeking a qualified person to perform the duties of a Planning and Zoning Administrator. The essential functions of this position are to enforce the County's Zoning Code;

Manage long-range planning and land use functions, rezoning activities, and other aspects of County's Comprehensive Plan. Duties include explaining procedures and ordinances, reviewing subdivision and zoning requests, preparing agenda for Planning Commission and Board of Zoning Appeals and presenting to the Board of Supervisors. Supervision may be exercised over subordinate personnel. Any combination of education and experience equivalent to graduation from an accredited college and university, with major course work in planning or related field; and some experience in municipal planning and zoning. Valid driver's license in the

Commonwealth of Virginia required. The preferred hiring range is \$48,000-\$60,000; however, the successful candidate's final negotiated starting salary will be dependent upon the candidate's education and experience. This position is FLSA exempt. Submit a cover letter, detailed resume and two professional references letters along with a Cumberland County employment application to:

Jennifer Crews, Finance Director  
1 Courthouse Circle  
P.O. Box 110  
Cumberland, VA 23040

**Open until filled.**

Visit our website: <https://www.cumberlandcounty.virginia.gov/employment>  
Electronic submissions may be submitted to [jcrews@cumberlandcounty.virginia.gov](mailto:jcrews@cumberlandcounty.virginia.gov)

*Cumberland County is an Equal Opportunity Employer*