Job Title: Planning Director/Zoning Administrator  
Location: Richmond Region; Sussex, VA  
Salary Range: $55,000 - $70,000 – DOQ  
Position Type: Full Time, Exempt  
Deadline: Open until filled

Job Description

The Berkley Group seeks a qualified, self-motivated applicant to serve as a Principal Planner for the company (Planning Director for the County). The position will perform the planning and zoning functions for Sussex County.

Primary functions include:
- Regular, reliable attendance necessary;
- Zoning Administrator and Subdivision Agent for the County;
- Day-to-day current development operations including code enforcement, zoning permits, site plan and subdivision plat review, zoning review and enforcement, and planning applications;
- Strong customer service in working with the general public, contractors, architects, developers, public officials, state and federal agencies, etc.;
- Administers the county’s Floodplain Ordinance and Erosion & Sediment Control Program;
- Prepares grant applications and serves as grant administrator and project manager for community development projects;
- Review of site plans, rezonings, subdivisions, etc., for compliance with the Zoning Ordinance, Subdivision Ordinance, and other local and state regulations;
- Drafting staff reports, filing, and record keeping;
- Perform code enforcement duties including, but not limited to, processing and documenting complaints, issuing notice of complaints, issuing notice of violations, and tracking progress until resolution;
- Directs the preparation and administration of the annual budget for the Planning Department;
- Long-range planning project development and management;
- Staff support for Boards & Commissions as necessary;
- Independent and team work on a variety of special projects;
- These duties may evolve or otherwise be amended to meet the needs of contract clients.

Skills & Qualifications

Thorough knowledge of current and long-range planning activities including zoning and code enforcement practices as applicable to the Commonwealth of Virginia; ability to read and interpret local, state, and federal regulations, surveys, site plans, plats, and plans of development; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish effective working relationships with local staff, regional partnership staff, state agencies, contractors, architects, land developers, associates and the general public; strong verbal and written communication skills. Technical skills, including proficiency in GIS and desktop publishing systems, desirable. **AICP and CZO/CZA credentials preferred.**
EDUCATION & EXPERIENCE
At least two (2) years of progressive experience in a professional planning setting required. Graduation from an accredited college or university with major course work in planning, public policy, or a field related to urban planning, community development, or public administration. Master's degree preferred.

SPECIAL REQUIREMENTS
Must have and maintain possession of appropriate driver's license valid in the Commonwealth of Virginia.

Submit a cover letter, resume, and three professional references to Drew Williams at drew@bgllc.net.

The Berkley Group is an Equal Opportunity Employer