



**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](mailto:drew@bgllc.net).**

*The Berkley Group is an Equal Opportunity Employer*