

Rockingham County, VA

Zoning Administrator

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Experience in related field.

Minimum Education Requirements: Bachelor's Degree in a related field preferred

Direct Supervisor: Director of Community Development

Primary Work Location: Office setting

Physical requirements: This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Certification: State Certified Zoning Administrator (within one year of employment); valid driver's license

Job Summary: To administer and enforce zoning and subdivision laws.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Administer the zoning function of the Community Development Department by interpreting codes and ordinances, making site visits and reviewing violations, reviewing and approving certain development requests and ancillary documents, and supervising the Zoning Division staff
- Serve as the County's Subdivision Agent by interpreting codes and ordinances, reviewing and approving requests for divisions and handling variances and appeals as outlined in County and State regulations, approving bonding for streets, utilities, lighting, landscaping and meeting with involved parties
- Assist with zoning enforcement efforts by identifying violations, researching codes and prior court cases, coordinating activities with law enforcement and judicial personnel. Testify in Court
- Contribute to the development of new and amended ordinances by reviewing existing state and local law, researching alternative approaches, drafting amendments, working with the Planning Division to develop recommendations. Drafting ordinances often entails meeting with other state and local agencies and groups (such as citizens, surveyors, engineers, developers, and attorneys)
- Prepare public notice ads
- Present proposed amendments to the Planning Commission and Board of Supervisors
- Prepare public notice ads for the Board of Zoning Appeals' variances and appeals, Board of Supervisors' special use permits (SUPs) and ordinance amendments
- Prepare SUP packets for staff and Board members and put on website
- Prepare and present administrative reports for SUPs at public hearings before Board of Supervisors. Meet with applicants and with other parties regarding the request. Often meet with the Supervisor of the district regarding the request prior to the hearing or as the result of the request being tabled.
- Attend community meetings on SUP requests and make site visits
- Work with Planning Division staff on major revisions to the Comprehensive Plan
- Speak to groups on zoning and subdivision ordinances, such as Board of Realtors, individual real estate offices, and Chamber of Commerce. Teach zoning classes to realtors for which they receive credit
- Interact with general public on day-to-day basis by phone and in person (whether appointment or walk-in)
- Perform related tasks as required

Knowledge

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and production methods
- Spanish language fluency is preferred, but not required

Skills

- Communicate clearly and concisely, both orally and in writing
- Reasoning skills
- Manage multiple tasks and shifting priorities
- Excellent interpersonal skills

Abilities

- Interpret and apply legal requirements and standards
- Organizational ability
- Competency with the County's automated permitting software
- Competency with Microsoft Office software and the internet
- Handle difficult people or situations calmly and professionally
- Maintain regular, reliable attendance at work

To Apply

All applicants must apply online at www.rockinghamcountyva.gov

Application review to begin as soon as possible. **Deadline to apply is September 11, 2020.**

Rockingham County is an Equal Opportunity Employer