

## **SENIOR PLANNER/ZONING ADMINISTRATOR**

The County of Clarke is accepting applications for the Senior Planner/Zoning Administrator position. Performs senior-level current and long range planning functions and also serves as the County's Zoning Administrator and Subdivision Agent. Responsible for day-to-day customer service including intermediate professional work interpreting and enforcing the County's Zoning Ordinance, Subdivision Ordinance, and related codes and ordinances; processing permit applications; and managing and presenting land use cases and ordinance amendments to various public bodies. Minimum requirements include a Bachelor's degree in planning, engineering, or a related field; 5 years of experience as a planner, zoning official, or engineer with a town, city, or county government; planning or engineering consulting firm; or combination of both; 3 years of demonstrated experience in reviewing commercial site plans and subdivision plats; demonstrated professional experience with technical writing and public speaking; demonstrated professional experience conducting deed/plat research; demonstrated customer service experience; strong organizational skills and multitasking ability; and strong computer skills with common office software programs and databases. Salary \$54,086-\$70,312 DOQ. Send resume, cover letter, and references to: Attn: County Administration, County of Clarke, 101 Chalmers Court, Suite B, Berryville, VA 22611. Position closes **Friday, November 13**. A full copy of the job description may be downloaded at <https://www.clarkecounty.gov/business/employment-opportunities>.

Equal Opportunity Employer

**(Post by Friday, October 16)**