

CITY OF HARRISONBURG
invites applications for the position of:

Zoning Administrator

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$26.68 - \$30.68	\$2,134.40 - \$2,454.40	\$4,624.53 - \$5,317.87	\$55,494.40 - \$63,814.40

OPENING DATE: 01/28/21

CLOSING DATE: 02/08/21 05:00 PM

DESCRIPTION:



Are you looking for a career where you can utilize your experience and knowledge related to the administration and enforcement of City codes while also making a direct impact in the local community? If so, consider applying for the Community Development Department's Zoning Administrator position!

The Zoning Administrator is a full-time, exempt position with benefits and a preferred hiring range of \$26.68 - \$30.68 per hour (equivalent to \$55,494 - \$63,814 annually). The ideal candidate for this position will thrive in a deadline intensive environment while performing a variety of professional administration and enforcement duties and supervising the City's Zoning Technician.

The Zoning Administrator:

- Provides professional interpretation of and technical assistance related to the Zoning, Sign and other related ordinances of the City Code;
- Interprets and ensures compliance with the regulations of the Floodplain Zoning District;
- Reviews engineered comprehensive site plans, building permits, sign permits and other related permits;
- Conducts research to prepare zoning verifications;
- Meets with the public to conduct site visits and discuss violations, complaints, and future plans of property development;
- Responds to inquiries from and provides correspondence to the public regarding Zoning and Sign Ordinance complaints, violations, inspections and other matters with a high level of customer service by phone, in writing and in person;
- Investigates properties on a proactive and complaint basis for Zoning, Sign and other City Code violations;
- Documents investigation observations for possible legal action, which includes researching past and current uses of properties using a variety of resources;
- Prepares for court cases related to zoning enforcement, including preparing evidence required for court hearings, appearing in court and presenting testimony, as needed;
- Tracks building and sign permits, engineered comprehensive site plans, complaints and proactive code enforcement violations on a monthly basis;

- Edits and navigates maps and databases in ESRI ArcMap geographic information systems (GIS) software;
- Receives applications and prepares staff reports, agendas and presentations for zoning appeal requests and zoning variance requests;
- Serves as staff support to the Board of Zoning Appeals;
- Coordinates or assists in evaluating the need for changes to the Zoning and Sign Ordinances, to include providing research and support for revisions;
- Assists in the review of rezonings, special use permit requests, proposed Zoning, Sign and other ordinance amendments, street and alley closing requests, subdivisions and other matters;
- May assist in the preparation, maintenance and update of the long-range comprehensive plan, small area plans, special topic plans and other planning projects, to include gathering, assimilating and analyzing a variety of data/information and more;
- May assist in the development of studies, to include analyzing and making recommendations in connection with the current physical, social and economic development of the City;
- Works with staff to draft ordinances to implement plans and policies;
- Supervises, evaluates and directs the work of the City's Zoning Technician.

Physical Requirements: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Minimum Requirements:

- Undergraduate degree with coursework in urban planning, geography, engineering, environmental science, public administration or related field and considerable experience in codes enforcement and/or related work in local government, or equivalent combination of education and experience.
- Valid driver's license with an acceptable record per the City's Safety Program.
- Availability to work Monday - Friday 8:00am - 5:00pm, with occasional changes as determined by business needs.
- Current possession of or the ability to obtain the Virginia Certified Zoning Administrator (CZA) certification within twenty-four (24) months of hire date.
- Current possession of the Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager (CFM) certification preferred but not required.

The ideal candidate for this position will have:

- Thorough knowledge of:
 - Routine legal procedures in reference to the enforcement of municipal, Federal and State laws and ordinances; and
 - The relationship and basic principles of zoning, building and development review and code administration.
- Ability to:
 - Learn and appropriately apply knowledge of the City's Zoning, Sign and other related ordinances of the City Code;
 - Read and interpret blueprint, site plans and architectural designs;

- Review, interpret and analyze technical and statistical information and share in a non-technical manner;
- Enforce ordinances and regulations with firmness, tact and impartiality;
- Prepare and present oral and written reports;
- Communicate effectively both verbally and in writing;
- Plan and supervise the work of the City's Zoning Technician; and
- Establish and maintain effective working relationships with property owners, developers, engineers, architects, building contractors, attorneys, City officials and the public.

The successful applicant for this position will be subject to a DMV record review and must complete a satisfactory drug screen and criminal background check.

To Apply: All candidates must complete a City of Harrisonburg online employment application, to include education history and work experience, by 5:00pm EST on February 8, 2021 in order to be considered.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5311 - (Jan 2021)
ZONING ADMINISTRATOR
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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