



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF PLANNING AND ZONING**

JOB DESCRIPTION

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| Job Title: | Zoning Administrator |
| Position Class: | Technical |
| Pay Grade: | E19 |
| Exempt Status: | Exempt |
| Salary Range: | 54,562 - \$65,000 |

GENERAL DESCRIPTION:

Performs difficult technical and administrative work interpreting and enforcing Zoning Ordinances and related land use and development ordinances; does related work as required. Thorough knowledge of the philosophies, principles, practices and techniques of zoning as they pertain to findings and zoning activities; thorough knowledge of the various codes and regulations pertaining to land use and zoning; ability to present the results of field inspections and research effectively verbally and in written form; ability to establish and maintain effective working relationships with associates, government officials, representatives of other agencies and the general public; ability to interpret and apply legal requirements and standards; and excellent interpersonal skills. Performs related work as required.

The employee must exercise independent judgment, initiative, attention to detail and provide excellent customer service. This position is a full time (minimum 35 hours per week) salaried position. The position reports to and serves under the direction of the Director of Planning and Zoning.

ESSENTIAL FUNCTIONS:

- Reviews zoning permits for compliance with adopted codes and performs site inspections prior to approval of permits.
- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations for the Planning Commission, the Wetlands Board, the Historic Review Board, County Administrator; and/or Board of Supervisors consistent with the County Code.
- Coordinates assistance on planning and zoning issues with other County departments.

- Reviews and approves zoning permits, including review of site plans; for construction, renovations and other miscellaneous items, and forwards approved zoning permits to the Building Official.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; prepares data for court and testifies on ordinance and code violations.
- Serves as the Secretary to the Board of Zoning Appeals, prepares agendas, staff reports and gives presentations.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
- Reviews development plans for local zoning requirements with other staff members.
- Reviews and approve routine sign applications.
- Maintains all necessary records for day-to-day activities and permanent files.
- Assists in developing long-range strategic plans and ordinance updates.
- Attends Planning Commission, Historic Review Board, and Board of Supervisor meetings as necessary; and prepares other information as requested by the County Administrator or Planning Commission.
- Assists the County with projects and proposals, including grant applications, and environmental reviews.
- Administers the Chesapeake Preservation Act Ordinance.
- Assists with erosion and sediment control inspections.
- Prepares public hearing notices for local paper and prepares articles as directed.
- Acts as backup for front desk and phone coverage and assists other departmental staff as needed.
- Performs other duties as apparent or as delegated.

SECONDARY FUNCTIONS:

Secondary functions may be assigned to the position by the Director of Planning and Zoning.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration or related field and three (3) years of zoning experience. Additional experience may be substituted for education.

OTHER POSTION REQUIREMENTS:

- Must possess and maintain Virginia Driver's License

- Must possess or have the ability to obtain the standing of Certified Zoning Administrator within one year
- Must be able to pass a Criminal Records Check and Drug Screening Test
- Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word
- Must be able to multi-task while providing excellent customer service to internal and external customers

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.