

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: 05/07/21

CLOSING DATE: 06/01/21 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 government 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.

[A day in the life of a Zoning Administrator may include some or all of the following:](#)

- Assisting walk-in customers at the Department's front counter, answering phone calls, and attending meetings at City Hall and in the field at properties;
- Responding to inquiries from property owners, developers, and community members;
- Providing professional interpretation of and technical assistance related to the Zoning, Sign, Floodplain, and other related ordinances of the City Code;
- Reviewing engineered comprehensive site plans, building permits, sign permits, and other related permits;
- Conducting research to prepare zoning verifications;
- Investigating properties on a proactive and complaint basis for Zoning, Sign, and other City Code violations, which may also require meeting in-person with community members;
- Documenting investigation observations for possible legal action, which includes researching past and current uses of properties using a variety of resources;
- Preparing for court cases related to zoning enforcement, including preparing evidence required for court hearings, appearing in court and presenting testimony;
- Preparing and presenting zoning appeal requests and zoning variance requests to the Board of Zoning Appeals;
- Supervising, evaluating, and directing the work of the City's Zoning Technician.

A more detailed list of essential functions for this position is available on the [Zoning Administrator](#) class specification.

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 blueprints, 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 June 1, 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 - (May 2021)
ZONING ADMINISTRATOR
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
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