

Warren County Employment Opportunity Zoning Officer

This full-time position, under the regular supervision of the Planning Director, performs difficult skilled technical work enforcing the County's Zoning Ordinance and various environmental codes. Duties include, but are not limited to, inspecting properties for zoning compliance; responding to complaints regarding zoning violations; issuing zoning violation notices; researching of ordinances and regulations; meeting with property owners, tenants, or complainants to advise and assist in working within County regulations; and issuing permits relative to zoning, home occupations, and signs. The annual starting salary for this position is \$46,171.94, with an excellent benefits package.

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in planning or related field and moderate experience in code enforcement and interpretation required. Bachelor's degree preferred. Successful candidate must possess effective written and oral communication skills; maintain effective relationships with citizens, officials, staff, stakeholders, and outside agencies; ability to interpret and understand federal, state, and local legislation; ability to read blueprints, site plans and architectural designs; possess basic computer and word processing skills; and capable of enforcing ordinances and regulations with firmness, tact, and impartiality.

For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, VA or by calling (540) 636-4600 or online at www.warrencountyva.net/employment-opportunities. Post-offer drug screening and criminal background check required. This position will be open until filled. EOE.