



PLANNING & ZONING ASSISTANT

Town of Culpeper

Salary Range - \$39,310.37 - \$62,896.59

The Town of Culpeper's Planning & Community Development Department is seeking qualified applicants for a Planning & Zoning Assistant.

Primary functions include: receive and process zoning, building, and other construction permit applications; provide information concerning Town Code and various ordinance requirements; conduct transactions with the public in matters requiring a knowledge of rules, procedures, policies, precedents and activities; provide support to Parking Authority, Planning Commission, Architectural Review Board, Joint Board of Zoning Appeals, and Public Transportation Board; maintain various files and departmental databases; and perform related tasks as required.

Skills & Qualifications: Candidate must have general knowledge of permit processing; thorough knowledge of zoning ordinance requirements and standard office procedures; general knowledge of departmental programs, policies, and procedures; ability to perform a considerable volume of detailed record work; and ability to establish and maintain effective working relationships with associates and the general public.

Education & Experience: Any combination of education and experience equivalent to graduation from high school and considerable experience in general clerical work involving contact with the public and maintaining databases.

Preferred Qualifications: Completion of the Certified Zoning Official course as recognized by the Virginia Association of Zoning Officials.

Application and position profile are available at www.culpeperva.gov. Open until filled. Initial review of applications will be completed on July 19, 2021.

EOE