

**Hanover County Government**  
Department of Planning  
Code Compliance Officer (CD)  
Salary: \$43,413.00 - \$61,567.00 Annually

**General Description:** This is a professional, technical position. The incumbent performs routine and complex tasks to ensure compliance with zoning ordinances and requirements.

**Organization:** The Code Compliance Officer position is part of Hanover County's Career Development Program (CD). The Code Compliance Officer has four (4) levels ranging from Code Compliance Officer 1 to Code Compliance Officer-Sr. The Code Compliance Officer reports to the Zoning Administrator and supervises no staff.

**Essential Functions:**

- Gathers, selects compiles, and analyzes data pertaining to zoning enforcement activities.
- Conducts field inspections.
- Investigates zoning complaints and attempts to resolve violations.
- Responds to inquiries related to planning/zoning problems and procedures.
- Prepares notices of violation and obtains summonses for court action on violations.
- Assists the public with applications and information concerning all developmental ordinances.
- Reviews the plans and applications for Building Permits.
- Maintains records concerning Building Permits, and related matters.
- Prepares for and testifies in court
- Prepares staff reports for Board of Zoning Appeals (BZA).
- Performs related work as assigned.

**Working Conditions:**

Hazards

- None Known

Environment

- Office –50%
- Field – 50%

May be exposed to adverse weather

Physical Effort

- Moderate

Exempt or Non-exempt

- Non-exempt

**Knowledge, Skills and Abilities:** Required thorough knowledge of the principals and practices of urban and regional planning. Strong listening and interactive skills required. Ability to analyze and systematically compile technical and statistical information and to prepare technical reports, required. Effective oral and written communication skills. Ability to handle difficult customer interactions. Establishing and maintaining effective working relationships with County officials, employees and general public is required.

**Education, Experience and Training:** High school diploma or equivalent required (associates or bachelor's degree in urban planning or related field preferred) with at least one (1) years' experience required – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Additional education and/or experience may be required depending on the level of the career ladder.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule