

Zoning Administrative Coordinator

Planning Department

Hiring Range: \$38,209 - \$51,729

Deadline: 11:59 p.m. August 22, 2021

Chesterfield County's Planning Department is seeking a Zoning Administrative Coordinator to research and prepare public notices, schedule preapplication meetings, create templates for zoning amendments and report templates for case analysis. Attend Planning Commission, Board of Supervisors and Board of Zoning Appeals public hearings and provide support to Case Managers. Prepare meeting materials for weekly staff/developer conferences; develop and maintain process calendars and case tracking log; assist Planning Commission, staff, citizens, and applicants with land use issues. This position involves fieldwork and may also involve evening meetings. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess a high school diploma or GED with business and/or office related coursework at the community college level preferred; five years of increasingly responsible administrative support work (land use/planning environment preferred); or an equivalent combination of training and experience. Strong proficiency and knowledge of Microsoft Word, Excel, PowerPoint, and automated office systems and software required. Experience with Geographic Information Systems (GIS) and Pictometry a plus. Skill in meeting deadlines and developing and maintaining effective working relationships with internal and external customers; ability to work independently and in group settings; and in applying good knowledge of business English, spelling, punctuation, grammar, and math essential. Excellent organizational, oral/written communication, interpersonal and public relations skills necessary. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by the applicant and presented at time of interview. Record must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551

An Equal Opportunity Employer Committed to Workforce Diversity