



CHESTERFIELD COUNTY
invites applications for the position of:
Zoning Administrator

An Equal Opportunity Employer
Committed to Workforce Diversity

SALARY: \$65,101.00 - \$99,651.00 Annually

OPENING DATE: 08/23/21

CLOSING DATE: 09/19/21 11:59 PM

DEPARTMENT: Planning

MINIMUM QUALIFICATIONS:

Master's degree in urban planning, landscape architecture or related field and five or more years of planning experience; or an equivalent combination of education and experience. (Master's degree in urban planning, landscape architecture or related field is preferred.) Substantial experience and superior knowledge regarding Zoning, Subdivision, and Site Plan review practices. Considerable knowledge of the theory, principles and techniques of the planning profession and development process. Considerable knowledge of federal, state (Virginia) and local laws, ordinances and codes pertaining to a wide variety of planning topics. Considerable knowledge of the methods and techniques of research and analysis. Knowledge of real estate terminology, laws, practices, principles, and regulations. Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees. Strong interpersonal, negotiation and public relations skills to work effectively with various officials, staff, citizens, and other customers. Ability to understand and manage high-profile, sensitive, or controversial political situations. Strong mediation and problem-solving skills. Ability to exercise sound and independent judgment within general policy guidelines. Preferred Certifications: AICP, ASLA PLA, CZA, CNU, LEED or similar certification. **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 applicant and presented at time of interview. Records 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.**

PLEASE NOTE: Previous applicants do not need to re-apply. Applications will remain under consideration until position is filled.

DUTIES:

Would you like to work with a dynamic team of Planning professionals helping to make Chesterfield County a First Choice Community through innovative land use planning? If so, the Chesterfield County Planning Office has an exciting opportunity for you! Chesterfield County, a fast-growing community adjacent to Richmond, VA, is seeking a highly-motivated person to become our Zoning Administrator.

This position will work closely with many of the various sections of the Planning Department as well as other County Departments such as County Attorney's Office, Department of Transportation, Department of Environmental Engineering, and Utilities. Duties for this position

shall include (but are not limited to) the following: Provide technical, regulatory and professional advice on land use, subdivision and zoning; render and write opinions and interpretations of the zoning and subdivision ordinance, policies and related cases or variances. Render and write written determinations on zoning and subdivision matters; evaluate decisions by staff and proposals by applicants to determine conformity with established ordinances, policies, applicable cases, plans and the comprehensive plan; research and prepare documentation, reports and presentations for decision making purpose. Serve as leader/facilitator of reviewing team in the consideration of zoning; maintain files for policies, interpretations, regarding the zoning and subdivision ordinance amendments; research and write ordinances and policy as required by state code and as directed by the public need, comprehensive plan, county administration, county attorney, and members of the Board of Supervisors and Planning Commission. Prepare and make presentations to Planning Commission and Board of Supervisors, citizen groups and the public on land use, subdivision, zoning and comprehensive plan issues, policies and ordinance amendments; research codes, regulations and other sources on issues involving land use, zoning and subdivision development to ensure the policies and ordinances remain in conformance with applicable state and federal regulation, as well as changing land use trends; assist members of the Board of Supervisors and Planning Commission, in the decision-making process related to zoning and other land use matters; train staff on appropriate interpretation, implementation and application of the zoning and subdivision ordinances and development related policies. Review and evaluate existing practices and policies, prepare recommendations to the Planning Department, Planning Commission, and the Board of Supervisors; review zoning cases, zoning opinions and attend Zoning Opinion, Pre-Application and Technical Review Committee meetings and provide comments; meet with and advise citizens, developers, staff, Planning Commission and Board of Supervisors members on land use, zoning and subdivision matters; serve as Special Area Plan team member as reviewer of land use and development standards and assist in the writing of ordinances for implementation of such area plans; serve as project manager for cross departmental teams on various policy, process, and land use related initiatives such as Subdivision and Zoning Ordinance and implementation steps of the comprehensive plan; serve on Planning Department management team. Perform other work as required.

SHIFT:

Monday - Friday, 8:30 a.m. - 5:00 p.m.; meetings before or after hours required

WORK LOCATION:

Planning

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.

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