

Zoning Administrator

Planning Department

Hiring Range: \$65,752 - \$89,016

Deadline: 11:59 p.m. April 3, 2022

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 not limited to) the following:

What You Will Do:

- 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;
- 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;
- 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, Planning Commission and Board of Zoning Appeals, in the decision-making process related to zoning and other land use matters;
- 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;
- Performs related duties as required.

Here's What You Need:

- 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:

American Institute of Certified Planners (AICP), American Society of Landscape Architects (ASLA), Professional Landscape Architect (PLA), Certified Zoning Administrator (CZA), Congress for New Urbanism (CNU), Leadership in Energy & Environmental Design (LEED), or similar certification.

You Also Need The Following:

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. **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 30 days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

Work Schedule

Monday-Friday, including some morning/evening meetings as required. Frequent attendance at after-hours Planning Commission and Board of Supervisors meetings.

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, Equity, and Inclusion