



POSITION VACANCY

## PLANNING AND ZONING ADMINISTRATOR

PLANNING & GIS SERVICES DEPARTMENT

Position Control #800216

The Planning & GIS Services team has an opening for Planning and Zoning Administrator. This position serves as the County's agent for enforcement and administration of the zoning ordinance and related codes. Essential job functions include oversight and review of site plans, special use permits, zoning permits, and flood plain. The Zoning Administrator works closely with citizens, other staff members and development community to provide information and assistance. This position coordinates with Building Inspections, Assessment/Commissioner's Office, Sheriff's Office and other departments as needed to ensure compliance with the County's health, safety, and welfare code. Position also serves as staff to the Planning Commission and Board of Zoning Appeals.

Bachelor's degree in Planning or related field (or equivalent experience) required as well as a minimum of four years related zoning experience. Valid Virginia driver's license with insurable driving history and certification as a Zoning Administrator (CZA) in Virginia required, plus Certification as a Floodplain Administrator (CFM) or ability to obtain certification within one year. Successful candidate will be highly organized, possess strong ability to prioritize tasks, manage schedules and timelines effectively, and function independently with significant responsibility while also working well within a team.

Salary range \$62,055 - \$99,289, actual starting rate dependent upon experience and qualifications. Also includes excellent benefits package including paid health, dental, Virginia Retirement System and 401k/457 retirement, holidays/leave time, optional benefit plans, onsite health clinic, wellness programs, tuition/educational assistance, public sector loan forgiveness, and much more! Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; job posting through **Tuesday, August 23, 2022 unless filled**. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

