

Madison County, Virginia  
**Application Instructions for Zoning and Building Technician**  
August 16, 2022

**Madison County**

Madison County is accepting applications for a **Zoning and Building Technician**. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. The position requires the ability to obtain Virginia Commonwealth Department of Housing & Community Development Permit Technician certification within eighteen months of hire. Applications will be received until the positions are filled. EOE

*Following is supplementary information on the positions and application instructions for all interested individuals.*

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$40,000.00 - \$49,000.00/yr range.

Applicants are to complete a Madison County employment application form and return it to Human Resource Generalist, Tillie Strothers P.O. Box 705; Madison, VA 22727 or to [tstrothers@madisonco.virginia.gov](mailto:tstrothers@madisonco.virginia.gov). Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screening and criminal background investigation.

# Zoning and Building Technician

Dept/Div: Zoning & Planning/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate technical work researching, administering, and assisting in enforcing zoning regulations and codes, and related work as apparent or assigned. Work is performed under the limited supervision of the County Planner.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Greets and provides assistance to the general public; answers telephone; responds to general inquiries related to zoning matters, forwards callers/visitors to appropriate party for disposition; assists the public with completion of applications and forms.

Reviews applications and information for zoning permits for accuracy; issues approved permits under limited supervision of the Zoning Administrator.

Assists in interpreting zoning, subdivision and site plan ordinances; reviews subdivision plats to be forwarded to the Virginia Department of Transportation (VDOT) and the Health Department; coordinates placement on the agenda for the joint meeting.

Adheres to advertising requirements for various meetings; sends notifications to adjoining property owners for meetings.

Sets up materials for joint meeting and workshop meetings of the Planning Commission; attends meetings in the absence of the Planning and Zoning Administrator.

Prepares a variety of specialized documents such as subdivision applications, special use permits, variances, rezoning, etc.

Enters, updates, and maintains a variety of computerized and paper documentation updates zoning maps as needed or required.

Receives, receipts, and accounts for various fees and revenues; creates monthly financial reports for fees collected.

Approve invoices for payment, have other departments to initial and email to Accounts Payable Tech.

## Education and Experience

High school diploma or GED and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.

Last Revised: 9/9/2019