



Zoning Administrator
Salary Range: \$ 73,800 - \$ 78,700 DOQ

The City of Fredericksburg is seeking a **Zoning Administrator** to administer the City's land use regulatory program. The City's strengths include its almost 300 years of history, a diverse population, and strong institutional partners, including the University of Mary Washington and Mary Washington Health Care. The City strives to maintain and create multiple economic and residential opportunities. Innovative practices, such as Form Based Codes, mixed use development incentives, and creative mixtures of uses, are applied to enhance the historic downtown core and highway corridors, as well as the modern regional core.

Under general supervision of the Director of Community Planning and Building, this position performs professional level technical and plan review work for the City's land development process, with specific emphasis on the land use regulations of the City through its Unified Development Ordinance.

Duties include but are not limited to:

- Review, recommend action, and make public presentations to City Council, Planning Commission, and Board of Zoning Appeals for applications for Zoning Map Amendments, Special Uses, Special Exceptions and Variances;
- Administrative review and action on building permits, zoning permits, administrative modifications, sidewalk café licenses, and certificates of zoning use;
- Drafting and processing of text amendments to the Unified Development Ordinance (UDO);
- Review of formal land development applications for completeness and for consistency with applicable City, State and Federal regulations and standards;
- Participation in the Technical Review Committee, which reviews preliminary land development applications;
- Administration and enforcement of the UDO, response to public inquiries, and handling citizen zoning concerns.

Minimum Requirements to Perform Work:

- Bachelor's degree in planning, engineering, community development or a related field
- Three to five years of experience performing zoning, land use, and land development work, specifically including: permit and plan reviews and conducting on-site zoning inspections and planning studies
- Or any equivalent combination of training and experience with the required skill, knowledge and abilities

Special Requirements

- Have or obtain within 18 months, certification by the Virginia Association of Zoning Officials (VAZO) as a Certified Zoning Official, and pursue further VAZO certifications.
- Valid Commonwealth of Virginia driver's license
- Criminal background check
- Have or obtain within 18 months, membership in the American Institute of Certified Planners is encouraged

Come be part of a knowledgeable and dedicated work team committed to excellence in serving a thriving and growing community and the commitment to City's Core Values. The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

The City of Fredericksburg provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



While the position is open until filled, completed City Applications should be submitted to Human Resources by **11:59 pm on November 7, 2022**. Applications and additional information may be completed on-line at: [City of Fredericksburg](https://www.fredericksburgva.gov/employment).
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