

Madison County, Virginia
Application Instructions for Zoning and Building Permit Technician
April 8, 2025

Madison County is accepting applications for a Full-Time Zoning and Building Permit Technician. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. This position requires the ability to obtain Virginia Commonwealth Department of Housing & Community Development Permit Technician & ICC Zoning Inspector certifications within 18 months of hire and must be able to become a licensed Virginia Notary within 12 months of hire. Applications will be received until the position is filled. EOE

Following is supplementary information on the position 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 website. 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 \$44,825.00 - \$55,179.00/yr range.

Applicants are to complete a Madison County employment application form and return it to Human Resources Manager, Tillie Strothers, P.O. Box 705; Madison, VA 22727 or tstrothers@madisonco.virginia.gov or apply online. 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 applications must be able to pass a drug screening and criminal background investigation.



Zoning and Building Permit Technician

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Planning and Zoning	410 N. Main St.	Full-Time	Non-Exempt	13

General Definition of Work:

Performs intermediate technical work researching, administering, and assisting in enforcing zoning regulations and other codes (Virginia USBC). Process Zoning, Building and E&S permits. Perform other duties as assigned. Work is performed under the supervision of the County Zoning Administrator and the Director of the Building & Zoning.

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. Working as a member of a team-oriented department is essential.

Essential Functions:

- Greets and provides assistance to the general public; answers telephone; responds to general inquiries related to zoning and building code matters, forwards callers/visitors to appropriate party for disposition; assists the public with completion of applications and forms.
- Reviews applications and information for zoning, building and E&S permits for accuracy; issues approved permits under limited supervision of the Zoning Administrator, Building Official and E&S 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; send notifications to adjoining property owners for meetings.
- Sets up materials for joint meetings and workshop meetings of the Planning Commission and other committees as assigned; attends meetings in the absence of the Planning and Zoning Administrator.
- Prepare meeting minutes for the Planning Commission, Board of Zoning Appeals, and other committees as assigned.
- 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 Technician.

Education and Experience:

Minimum of a High school diploma or GED; preferred associate's degree, bachelor's Degree or equivalent. Training, education and/or experience in Community Development, Zoning/Planning, Building Code and/or Erosion and Sediment Control preferred/desirable.

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:

- Must obtain Virginia DHCD Permit Technician & ICC Zoning Inspector within 18 months of hire date.
- Must be able to become a Licensed Virginia Notary within 12 months of hire date.

Applicants successful in this role will have the following attributes:

Attention to detail. The ability to accurately review, process, and issue permits is critical. This includes ensuring the proper documentation is submitted, performing accurate data entry, and adhering to zoning and planning regulations.

Strong Communication Skills. The position requires both written and verbal communication skills to interact with the public, staff, and officials. This includes answering questions, preparing meeting minutes, and sending notifications to property owners.

Organization and Time Management. Applicants should be capable of handling multiple tasks, managing time effectively, and ensuring that deadlines (such as permitting deadlines, advertising requirements, and meeting schedules) are met.

Teamwork and Collaboration. Since the role involves working as part of a department and interacting with various staff members, the ability to work effectively as part of a team is crucial.

Reading and writing skills. The applicant must possess strong reading and writing skills to effectively interpret zoning, building, and environmental regulations, as well as to accurately complete forms, prepare reports, and document meeting minutes. The ability to clearly communicate in writing is essential for preparing notices, applications, and other official documents.