

**COUNTY OF WARREN**  
**ZONING ADMINISTRATOR**

Warren County is seeking highly motivated and skilled candidates to fill the position of Zoning Administrator. This position performs intermediate professional and administrative work enforcing the County's Zoning Ordinance and related codes and ordinances; does related work as required.

This position is responsible for coordinating and performing code enforcement activities and staff; providing information and assistance to citizens, County staff and officials; overseeing and coordinating the preparation and maintenance of maps, files and records.

A successful candidate must possess thorough knowledge of the County's Zoning and Land Use Ordinances; ability to read and interpret blue prints, site plans and architectural designs and to ensure compliance with appropriate codes and ordinances through knowledge of legal procedures related to enforcement of laws and ordinances and regulations; ability to enforce ordinances and regulations with firmness, tact and impartiality, ability to establish and maintain effective working relationships with contractors, associates and the general public.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and considerable experience in zoning code enforcement and interpretation or planning.

Must have an appropriate driver's license valid in the Commonwealth of Virginia as well as possession of certification as a zoning administrator.

Starting salary is \$63,868.87, with an excellent benefits package.

Warren County is an Equal Opportunity Employer (EOE), and participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A pre-employment criminal background check and pre-employment drug screening is required. For any questions, please contact Warren County Human Resources, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630, 540-636-4600. [HR@warrencountyva.gov](mailto:HR@warrencountyva.gov)