

## **COUNTY OF WARREN**

### **ZONING OFFICER**

Warren County is seeking highly motivated and skilled candidates to fill the position of Zoning Officer. This is a full-time position that performs difficult skilled technical work enforcing the County's Zoning Ordinance and various environmental codes, and related work as apparent or assigned.

This position is responsible for inspecting properties for zoning compliance; responding to complaints concerning zoning violations; issuing zoning violation notices and citations; preparing and maintaining files and records.

Other duties include inspecting properties for suspected zoning and other code violations reported by others or observed. Researcher's appropriate ordinances to determine if a violation exists; interprets and advises the public on applicable regulations and ordinances. Advises property owners, tenants and/or complainants to advise and assist in working within the County's regulations. Explain and interprets County code provisions and regulations to contractors, violators, property owners and citizens. Attends meetings and workshops as necessary, performs field visits to ensure compliance with Zoning, Conservation Easements, Conditional Use Permits, Proffers and related requests. Issues permits relative to zoning home occupations and signs, prepares reports for the Board of Supervisors, Planning Commission, and other Boards as required, conducts research for zoning text amendments and related zoning requests.

A successful candidate will have thorough knowledge of the zoning ordinances and various environmental codes; thorough knowledge of the County and State code; knowledge of GIS mapping and equipment; ability to read and interpret blue prints, site plans and designs and to ensure compliance with appropriate ordinances and codes; ability to prepare factual reports and present same to appropriate board or commission; ability to communicate effectively both orally and in writing; 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 community college with major course work in planning or related field and moderate experience in code enforcement and interpretation, or equivalent combination of education and experience. Bachelor's degree is preferred.

The starting salary is \$55,172.33, depending on qualifications and experience, 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)