AMELIA COUNTY
Virginia

DIRECTOR OF COMMUNITY DEVELOPMENT

Lead Growth. Serve Community. Shape Our Future.

Amelia County, Virginia is seeking an experienced and collaborative professional to serve as our next **Director of Community Development.** This leadership position provides an exciting opportunity to guide responsible growth while preserving the rural character and quality of life that make Amelia County a special place to live, work, and visit.

As a member of the County's leadership team, the Director works closely with the County Administrator, Board of Supervisors, Planning Commission, Board of Zoning Appeals, citizens, developers, business owners, and regional partners to implement the County's vision for future growth and development.

WHAT YOU'LL LEAD

The Director provides strategic leadership and oversight for the County's Community Development Department, including:

PLANNING & ZONING
Comprehensive planning, zoning administration, land use regulations, subdivision administration, development review, and support to the Planning Commission and Board of Zoning Appeals.

BUILDING INSPECTIONS
Virginia Uniform Statewide Building Code administration, permit review and issuance, residential inspections, contractor licensing verification, and coordination with state agencies and code officials.

CODE ENFORCEMENT
Zoning enforcement, property maintenance and nuisance enforcement, investigation of complaints, and compliance monitoring.

GIS & ADDRESSING
County addressing and road naming administration, GIS mapping and maintenance, and development of geographic information resources.

PERMIT ADMINISTRATION & CUSTOMER SERVICE
Building and zoning permits, development application intake and processing, public information and assistance, records management and document retention, and coordination with citizens, contractors, and developers.

DMV SELECT OPERATIONS
Provides leadership and oversight of the County's DMV Select operations, including scheduling, training, performance management, and customer service.

QUALIFICATIONS

REQUIRED:

- Bachelor's degree in Urban Planning, Community Development, Business Management, Environmental Science, Public Administration, or a closely related field.
- Three to five years of progressively responsible management experience in community development, planning, zoning, building inspections, or a related local government function.
- Valid Virginia driver's license (or ability to obtain).
- Ability to attend evening meetings and public hearings.
- Ability to obtain Virginia Zoning Administrator Certification within one year of employment.

PREFERRED:

- ★ Master's degree in a related field.
- ★ Experience working in rural Virginia local government.
- ★ Certified Zoning Administrator or other related professional certifications.

WHY AMELIA COUNTY?

This position plays a vital leadership role in balancing growth, economic opportunity, infrastructure needs, environmental stewardship, and preservation of the County's unique rural character.

Your leadership. Our community. A better future together.

APPLY TODAY!

If you are a collaborative leader with a passion for public service, strategic planning, and guiding responsible growth in a rural community, we encourage you to apply!

APPLICATION AVAILABLE:
Download at
ameliacova.com
or pick up at:
County Administration Office
16360 Dunn Street, Suite 101
Amelia, VA 23002

SUBMIT APPLICATIONS:
Email:
maribeth.smith@ameliacova.com
Or deliver in person:
County Administration Office
16360 Dunn Street, Suite 101
Amelia, VA 23002

APPLICATION DEADLINE:
Friday, July 31, 2026 at 5:00 p.m.

QUESTIONS?
Contact the Human Resources Office
(804) 561-3039

SALARY RANGE: $88,834 - $111,042 ANNUALLY
Based on education and experience