

**Job Description**  
**Planning & Zoning Administrator**

**Summary & Scope of Responsibilities:**

Under direct supervision, performs professional, administrative, and supervisory work in coordinating the activities of the Department of Planning and Community Development. This individual provides a full range of management, technical, administrative and field services in order to maintain and implement the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and sections of the Town's Code of Ordinances. The position fills the following roles; Planning Manager and Zoning Administrator. The incumbent manages the activities of professional/technical and clerical staff engaged in comprehensive planning, zoning, subdivision/site plan review and the implementation of the Virginia Building, Fire and Property Maintenance Codes. Work also involves serving as technical advisor to the Town Manager and may serve as the Clerk to the Planning Commission, and the Board of Zoning Appeals. Employee is responsible for preparing the department's proposed budget and monitoring expenditures. Employee is also responsible for overseeing the compilation of monthly and special reports. Employee must exercise tact and firmness in dealing with the general public, volunteers, developers, contractors, and public officials. This individual is also responsible for performance management activities for department employees, to include annual performance appraisals.

**Reporting Relationships:**

Reports directly to the Town Manager

**Essential Tasks & Responsibilities:**

- Oversees coordination of all applications for land use, zoning and development to include meeting with developers prior to application, pre-clearing site inspections and monitoring of sites after development
- Oversees interpreting, maintaining, and updating the Zoning Ordinance, Subdivision Ordinance and the Comprehensive Plan, as well as State Building, Fire and Property Maintenance Codes
- Ensures coordination with, and participation of various regional, state and federal agencies involved in development and land use regulation
- Serves as staff liaison to Town Council, Planning Commission, Local Board of Building Code Appeals and Board of Zoning Appeals
- Identifies compliance or violation with applicable Codes and ordinances to include Zoning Code, in addition to all State and/or Federal standards
- Works with Town Manager to prepare annual department goals/work plans and budget; monitors revenues and expenditures for department
- Prepares public notices and advertisement, as well as provides staff reports for all rezoning, conditional use permits and variances
- Provides staff reports on special projects assigned by Town Manager
- Evaluates proffers and makes recommendations
- Manages the staff assigned to Planning and Zoning

### **Other Responsibilities & Tasks:**

- Prepares code amendments
- Reviews proposed legislative changes
- Provides technical assistance for plan review, ensuring accuracy, completeness, and compliance with all applicable Town and State Codes
- Serves as leader and role model to other employees
- May be required to represent the Town at networking or other municipal development events
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representatives to maintain a seamless approach to the health, safety and general welfare of all residents, visitors and business patrons of the Town
- Oversees approval of all zoning permits
- Works closely with the Code Official, Building Official, Town Manager and Town Attorney in enforcement of Zoning, Building, Fire and Property Maintenance Codes as well as authorized Town Code of Ordinance and public nuisance regulations
- Works closely with Town Clerk in coordinating commission and board agendas and packet preparation
- Supports field staff in conducting field inspections relative to violations
- Provides public education as necessary regarding the process of development and all provisions of the Zoning and Subdivision ordinances
- Prepares and delivers timely and effective performance evaluations for direct reports annually
- Management skills and practices to include budgeting, policy and procedures development and personnel supervision

### **Knowledge, Competencies & Technical Skills:**

- Knowledge and three years of experience using of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook)
- Use of proper English grammar demonstrated in written communication and speech
- Valid Virginia Driver's License
- Excellent time management and organizational skills
- Ability to analyze complex issues and develop implementable solutions
- Ability to make presentations to various audiences and use of audio visual equipment
- Ability to communicate/educate the public, contractors, engineers, elected officials and co-workers effectively and successfully

### **Expected hours & Travel:**

Salaried position that is expected to work as many hours as required. Minimal travel, however, occasional travel to conferences and/or other educational opportunities.

**Required Education & Experience:**

- A Bachelor of Science degree (Master's degree preferred) in urban planning, public administration, business administration or a combination of education, training and experience to sufficiently demonstrate the knowledge, skills and abilities needed for this position
- Specialized technical training in zoning, building, and/or property maintenance
- Knowledge of zoning and land use regulations – must have acquired a Certified Zoning Administrator (CZA) designation, or has the ability to acquire certification within two years

**Desired Experience:**

Special Qualifications/Certifications to be acquired within two years of appointment

- Certification as a Zoning Administrator (CZA) through the Virginia Association of Zoning Officials (VAZO)
- Certification as a professional planner through the American Institute of Certified Planners (AICP) or has the ability to be certified by the AICP within two years of appointment to the position of Planning and Zoning Administrator

**Chain of Command:**

The Planning and Zoning Administrator reports to the Town Manager.

**AAP/EEO Statement:** This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

**Non-Discrimination in Employment**

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

**Duties and Responsibilities may change:** This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

**Employee Acknowledgement of Receipt of Position Description**

**Employee Acknowledgement & Signature:**

**Date:**