

Planning & Zoning Administrator, Town of Colonial Beach

Salaried Position, Full Time with Benefits

Job duties include but are not limited to performance of 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.

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

See Job Description for full scope of work.

Positions open until filled. EOE. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources in person or via email at lcorbin@colonialbeachva.net.