

Position Vacancy Advertisement  
Zoning Administrator/Planning Director  
County of Greene, Virginia



The County of Greene is currently accepting applications for a full-time **Zoning Administrator/Planning Director**. The Zoning Administrator/Planning Director manages complex Planning and Zoning operations, oversees all Planning and Zoning matters, and ensures compliance with Planning and Zoning ordinances and the County Code.

**Education Qualification:** Bachelor's degree with coursework in Planning, Public Administration, or a related field and 3 years of professional local government Planning experience, or an equivalent combination of education and experience.

Applications and the full job description may be obtained online at <http://www.greenecountyva.gov> or in person at the County Administration Building located at 40 Celt Road, Stanardsville, VA 22973.

Send resume and cover letter to County Administrator's Office, P.O. Box 358, Stanardsville, VA 22973, or via e-mail to [lroach@gcva.us](mailto:lroach@gcva.us). Open till filled  
Starting Salary \$76,375. EEO, AA, M/F/H/V employer.

# Zoning Administrator/Planning Director



FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work planning, directing and supervising planning and zoning activities, services, programs and staff, serving as staff support for various boards, committees and County Administration, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

Supervises and manages staff, technical and administrative activities relating to the enforcement of the County's zoning and subdivision ordinances and land use regulations; implements zoning and subdivision ordinances.

Conducts investigations; inspects complex zoning and subdivision regulations to ascertain compliance with laws and ordinances; attempts to secure voluntary compliance; initiates appropriate action against violators including legal proceedings and civil penalties; serves as witness in court cases.

Reviews and prepares technical reports; prepares presentations, speeches, articles, etc.; makes presentations to various boards, public and private entities; acts as Public Information Officer; advises and releases information to community and media; maintains records and files.

Oversees review of various planning and zoning applications including variances; oversees the review and issuance of building permits and certificates of occupancy related to zoning and current development; oversees the review of subdivision plats, site plans and building permit approvals to ensure compliance with planning and zoning ordinances and the County code.

Coordinates activities with other departments; works as a team member or leader to resolve zoning cases and issues; serves as coordinator with other state and federal agencies.

Administers County administrative policies related to department staff; recruits, selects and trains department personnel; develops staff schedules; assigns, directs, prioritizes and inspects the work of departmental personnel; disciplines, suspends, transfers, promotes, demotes and terminates employees; coaches, counsels and evaluates the performance of department staff; develops and administers staff development programs, general and special training policies; investigates employee complaints; maintains attendance, leave and personnel records; conducts personnel allocation studies.

Directs and oversees customer service initiatives; assesses customer service and work product; recommends and drafts policies and procedures.

Prepares, administers and manages zoning, current development and departmental budgets.

Acts as advisor to the Planning Commission and County officials; creates meeting agendas; presents development issues and plans.

Establishes yearly work programs for the department.

Attends meetings and acts as staff advisor to the Planning Commission, Board of Supervisors and other departments in relation to planning and community development; represents the County and department at community meetings and other public venues.

Manages zoning inspection/enforcement work program; assess priorities and level of service provisions.

## Zoning Administrator/Planning Director

Manages technical and administrative activities relating to inspection functions and zoning enforcement; assists the Zoning Officer with reviews of rulings and decisions on zoning matters; assists inspectors during investigations and ensures applicable regulations and procedures are followed.

Reviews certain permits and applications; handles complex or difficult cases; provides technical expertise, oversight and assistance to staff in all areas of responsibility.

Develops County and school division Capital Improvement Plan (CIP); assists departments with developing CIP submittals.

### Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of urban and regional planning; thorough knowledge of economics, municipal finance and sociology as they apply to planning; thorough knowledge of the various ordinances, codes and regulations pertaining to planning and zoning; thorough knowledge of current literature and recent developments in the field of planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, County officials, other agencies and the general public.

### Education and Experience

Bachelor's degree with coursework in planning, public administration, or related field and extensive experience in planning including supervisory experience, or equivalent combination of education and experience.

### Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Valid driver's license in the Commonwealth of Virginia.