WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Zoning & Subdivision Official
Department: Zoning Administration Department
Supervised by: Deputy County Administrator/Operations & Personnel
Revised Date: July 1, 2011

Title: Zoning & Subdivision Official

Department/Division: Zoning Administration Department/County Administration

Nature of Work:

- Administers the County zoning and subdivision ordinances on a day-to-day basis. Serves as Department Director of the County Department of Zoning Administration. Provides technical assistance to the public, County Planning Commission, Board of Supervisors and County Board of Zoning Appeals with respect to zoning and subdivision issues. Investigates zoning and subdivision ordinance violations, in coordination with the County Attorney. May issue various permits for the County Department of Building and Development Services, as authorized by the County Building Official.

Essential Duties:

- Applications Review: Reviews applications for and issues various types of zoning and building permits required for the preparation, construction, renovation, and remodeling of sites, buildings and structures in the County. Examines sketches, site plans, plats, deeds, and other supporting documents required for such permits for adequacy and compliance as required by Virginia law, County ordinances and administrative policies. May serve as County zoning and/or subdivision code administrator pursuant to Virginia law, as authorized by the Board of Supervisors.
- Compliance Inspections: Investigates and performs zoning and subdivision compliance inspections and in coordination with the County Attorney and County zoning and subdivision administrator, takes appropriate action where violations occur consistent with administrative policies or directives of the Board of Supervisors.
- Public Hearings: Coordinates public hearings on zoning and subdivision matters before the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors pursuant to Virginia law, County ordinances and administrative policies. Acts as staff assistant to the County Planning Commission and County Board of Zoning Appeals with respect to the meetings and activities of those bodies.

- Technical Advisor**:** Serves as the County's first point of contact and technical advisor to the public regarding zoning and subdivision compliance issues.
- Minutes & Records: Maintains the official minutes and records of the County Planning Commission and the County Board of Zoning Appeals as authorized and records and files of the Department of Zoning Administration.
- Agenda Materials: Prepares and distributes all meeting agenda materials for the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors relative to zoning and subdivision matters.
- Administrative Duties: Performs administrative duties required for the operation of the department, including managerial oversight of department personnel and departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Zoning Administration Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Thorough knowledge of zoning and subdivision code construction, interpretation and enforcement.
- Practical knowledge of sound land-use planning principles.
- Ability to plan, organize and direct programmatic functions involved with zoning and subdivision codes.
- Education and experience equivalent to graduation from an accredited college or university with a major course of study and training in community, urban and/or regional planning, real estate development, economics, geography or public administration preferred. Minimum of 3 years of responsible experience in zoning/subdivision ordinance compliance and enforcement. Responsible experience may be substituted for preferred educational requirements.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office and traveling in the County as needed. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of

Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.