

## ZONING ADMINISTRATOR

Grade 27  
Full-time Non-exempt  
Effective 7/1/2017

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs a variety of routine and complex administrative, technical and professional work in the areas of Planning and Zoning. Interprets the Zoning Ordinance codes for compliance and implementation, reviews and approves permit applications, amends the Zoning Ordinance as directed, and coordinates enforcement efforts. Work is performed under the moderate supervision of the Director of Planning & Community Development.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, grasping and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/ TYPICAL TASKS:

**Serves as the Zoning Administrator to oversee all aspects of Zoning Ordinance development, determinations, and implementation in the Town of Warrenton.**

Reviews land use applications and provides zoning guidance.

Reviews and approves the issuance of Zoning, Occupancy, and Sign permits.

Reviews and approves sites plans.

Enforces Zoning Ordinance through the issuance of Zoning Determinations, public outreach and education, Notice of Violations, Stop Work Orders, consideration of variances and waivers, and serves as the final authority on the Zoning Map's zoning classification of land and water areas, buildings and other structures.

Serves as the authority to administer and enforce all conditions, proffers, and restrictions associated legislatively approved land uses, subdivisions, and site plans.

Administers Federal, state, and local requirements associated with floodplains,

Responsible for the Inventory Map of Landmarks and Contributing Properties in the Historic District, determination of minor actions exempted from review of the Architectural Review Board, providing written approval of the razing or demolition of structures, and initiating legal action if appropriate.

Serve as the coordinating staff for the Board of Zoning Appeals.

Receive and file all Certifications of Notice for public hearings before the Planning Commission and Town Council.

Administers the Virginia Stormwater Management Program for the Town of Warrenton.

Other such functions and responsibilities required by the Code of Virginia.

Must be able to attend evening meetings and give professional presentations to various boards.

Must monitor costs of administration, and recommend budget adjustments and fee schedule adjustments to meet the needs of providing effective service.

### KNOWLEDGE, SKILLS AND ABILITIES:

Obtain within 1 year of employment an Erosion and Sediment Control Certification.

Must be able to confidently present staff opinion and make recommendations to both the Planning Commission and Governing Body.

Must have general knowledge of the principles and practices of planning and zoning; experience in reviewing site plans, construction plans, transportation plans, parcel plats, and house location surveys, experience in giving professional presentations to boards and commissions; ability to interpret and analyze technical and statistical information and prepare technical reports; ability to understand and carry out oral and written instruction; ability to communicate effectively both verbally and in writing/ ability to establish and maintain effective working relationships with associate, other departments, board and committee members, elected officials and the general public.

### EDUCATION AND EXPERIENCE:

Minimum 5 years experience in planning, zoning, engineering, legal, or architecture with significant urban planning and/or zoning experience.

Masters Degree in a related field preferred. Bachelors Degree with job related experience considered.

APA/AICP credentials highly preferred.

VAZO/CZA credentials highly preferred.

Any combination of education, credentials, or experience deemed equivalent to these education and experience requirements may be considered.

### SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.