



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **ZONING ADMINISTRATOR**  
GRADE:                13  
FLSA:                 Exempt  
DEPARTMENT:        Planning and Zoning  
EFFECTIVE DATE:     July 2024

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#### **MAJOR PURPOSE:**

Under general direction of the Town Manager or Assistant Town Manager, performs difficult professional work related to planning and development and administration and enforcement of the Town's Zoning Ordinances; does related work as required. Analyses zoning and subdivision requests, reviews site plans, and presents recommendations to the Town Manager or Assistant Town Manager.

#### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for the administration, interpretation, enforcement, and compliance of the Town of Tappahannock zoning and subdivision ordinance.
- Reviews zoning and related permits for compliance with applicable ordinances and prepares reports and recommendations; approves site plans for compliance with the Town's Zoning Code and Subdivision Ordinances.
- Analyzes requests for subdivision and/or zoning approval, reviews site plans, conducts site visits and inspections as needed.
- Reviews development plans associated with proffers or special use permit conditions and provides written comments.
- Compiles data, ordinance provision and code requirements; prepares and presents staff reports for Planning Commission and Board of Zoning Appeals to include rezoning requests, conditional use permits, and other zoning related items.
- Initiates actions necessary to correct deficiencies in Town Code and internal policies.
- Responds to public inquiries pertaining to zoning and subdivisions regulations.
- Investigates zoning violations and complaints; issues violation letters as appropriate and works with the Town Manager or Assistant Town Manager on cases involving court action.
- Engages with the public concerning planning, development, and zoning matters.
- Represents the Town in local and regional planning meetings and discussions.
- Plans and coordinates agendas and meetings and serves as staff to the Planning Commission and Board of Zoning Appeals as needed.
- Meets with officials from State agencies and local County officials to discuss plans, projects, and related land development activities.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Significant knowledge of planning principles and practices.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with regulations and apply regulations to field conditions.
- Ability to communicate clearly both verbally and in writing.
- Ability to use diplomacy in resolving issues.
- Ability to lead or facilitate meetings.
- Ability to learn and interpret town, state, and federal guidelines.
- Ability to learn town codebook, policies, and procedures.
- Ability to maintain a balance between economic growth and environmental and cultural preservation.
- Ability to understand population trends and their impact.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with a bachelor’s degree in public/business administration, marketing, urban planning, real estate or related field and 5 years of progressively responsible planning or code enforcement experience.

**PREFERRED QUALIFICATIONS:**

Master of Urban Planning (MUP) and/or American Institute of Certified Planners (AICP) certification.

**REQUIRED LICENSES/CERTIFICATES:**

Virginia Certified Zoning Official (CZO) and/or Certified Zoning Administrator (CZA), required within twelve months of employment.

**WORKING CONDITIONS:**

- Work is performed in an office setting.
- Work is generally sedentary, however does include some walking, bending, and carrying of item less than 15 lbs. in weight.
- Use of telephone and computer required.
- May be exposed to adverse conditions (e.g., around heavy equipment, inclement weather, flooding)

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_