

Madison County, Virginia
Application Instructions for Planning and Zoning Administrator
July 22, 2024

Madison County

Madison County is accepting applications for a **Planning and Zoning Administrator**. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. The position requires the ability to obtain Certified Zoning Administrator and Certified Zoning Official certifications. Applications will be received until the positions are filled. EOE

Following is supplementary information on the positions and application instructions for all interested individuals.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$76,665.00 - \$94,375.00/yr range.

Applicants are to complete a Madison County employment application form and return it to Human Resource Generalist, Tillie Strothers P.O. Box 705; Madison, VA 22727 or to tstrothers@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screening and criminal background investigation.

Planning and Zoning Administrator

Dept/Div: Building and Zoning

FLSA Status: *Exempt*

Pay Grade: 24

General Definition of Work

Performs difficult skilled technical work advising management and participating in special projects in the following areas: administering, planning, and supervising zoning activities, services, programs; serving as staff support for various boards, commissions, committees, and County Administration; maintaining files and records; and related work as apparent or assigned. Works closely with planning commission in review of zoning applications. Work is performed under the general supervision of the Director of Building and Zoning.

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 an individual with disabilities to perform the essential functions.

Essential Functions

Administers and enforces the Madison County Zoning, Site Plan and Subdivision Ordinances.

Interprets zoning, subdivision, floodplain, and site plan ordinances.

Advises on amending and updating various maps and County ordinances.

Reviews plats (family division, boundary adjustments, boundary surveys, etc.).

Reviews zoning permit applications, and verifies Zoning setbacks are met.

Investigates complaints related to the Zoning Ordinance.

Issues violations when appropriate.

Researches and prepares zoning certification letters.

Reviews applications subject to board-level approvals (variances, rezoning, site plans, special exceptions, ordinance amendments, etc.)

Prepares and reviews a variety of advertisements, documents, records, and reports.

Prepares and reviews forms and procedural guidelines and checklists.

Education and Experience

Associates/Bachelor's degree with coursework in environmental science, planning, or related field and extensive experience in planning and zoning enforcement work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; work requires close vision; 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, operating machines and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Zoning Administrator and Certified Zoning Official certifications (through VAZO) are required; or must be obtained within an agreed upon time frame.

American Institute of Certified Planners (AICP) certification preferred.

A valid driver's license in the Commonwealth of Virginia is required.

Last Revised: February 23, 2024