

Deputy Zoning Administrator/Community Development Specialist

Ashland, Virginia (Pop. 7,900)

The Town of Ashland and the Planning & Community Development Department invites you to come join our team! The Town has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration. We are recruiting for a Deputy Zoning Administrator/Community Development Specialist. The successful candidate must be multi-task oriented and able to work independently, while also being a team player. A demonstrated ability to read and interpret codes, plans and plats is a requirement. The position requires any combination of education and experience equivalent to a bachelor's degree in planning or related field and a minimum of 2 years of experience in a similar role. Certification as a CZO or CZA is preferred. Salary range for the position is \$57,562 to \$72,715, with the starting salary depending on qualifications and position. Willing to hire at other position levels depending on qualifications.

The ideal candidate will be ethical, respectful, approachable, trustworthy, apolitical, and committed to service. He/she will be adaptable to changing needs and able to build partnerships across departments that have similar objectives, while seeking to enhance the Town's ability to meet community needs through code enforcement. They must be able to show fairness as well as patience, humility, and a sense of humor while dealing with customers and co-workers. Roles of the position include but are not limited to: zoning enforcement and compliance and business, zoning, and sign permit review. Ideal candidate will also have ability to do special project management and assist in review of subdivision and various zoning requests.

Applications and a job description may be obtained at the Town of Ashland Municipal Building, 121 Thompson Street, or on the Town of Ashland's website, www.ashlandva.gov. **(Please note that a Town of Ashland application, available here, must be submitted in order to be considered.)** Please mail application, resume, and cover letter to: Human Resources Coordinator, P.O. Box 1600, Ashland, VA 23005, or email to wcornwell@ashlandva.gov. Informational inquires may be made to the Ashland Planning Department at namos@ashlandva.gov. First review of applications will occur no later than September 19, 2024. Ashland is an equal opportunity employer and recognized as a RTD Top Workplace. Open until filled.