



## Prince George County, Virginia Planning & Zoning Technician

<b>SALARY</b>	\$49,335.00 - \$78,936.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	PZT082024
<b>DEPARTMENT</b>	Planning and Zoning	<b>OPENING DATE</b>	08/07/2024
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County is currently accepting applications from qualified candidates for the position of Planning & Zoning Technician. This position is responsible for providing administrative and technical support to the Planning and Zoning Department, intaking and processing applications and plan submittals, assisting the public with zoning and subdivision matters, maintaining and researching records and files, responding to emails, telephone calls and counter visits, scheduling appointments, typing, word processing and data processing duties and preparing reports.

For a complete job description, please click [here \(Download PDF reader\)](#).

### Qualification Requirements

Basic knowledge of planning and zoning activities, development principles, and code enforcement practices; Ability to prepare budgets and bookkeeping documents; Ability to read and interpret government codes, blueprints, plans and architectural designs; Ability to gather, interpret and prepare technical information and reports; Ability to pay attention to detail and ask questions as needed; Ability to establish and maintain effective working relationships with County, State and Federal officials, contractors, architects, land developers, attorneys and the general public.

### Special Requirements

Associate's/Technical degree with coursework in planning, public policy, engineering, surveying or a related field, and experience in urban planning, zoning administration/enforcement, community development, or equivalent combination of education and experience. A Bachelor's degree is preferred.

Requires the possession of an appropriate driver's license valid in the Commonwealth of Virginia and certification as a Certified Zoning Officer (CZO) by the Virginia Association of Zoning Officials (VAZO) is required within 2 years of hiring date.

### Additional Information

To apply online visit the Prince George County website [here](http://www.princegeorgecountyva.gov) (www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

**Agency**

Prince George County, Virginia

**Address**

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

**Phone**

804.722.8669

**Website**

<http://www.princegeorgecountyva.gov/>

**Planning & Zoning Technician Supplemental Questionnaire**

**\*QUESTION 1**

**Do you have experience working in a Planning or Zoning department in a locality in the state of Virginia?**

- Yes
- No

**QUESTION 2**

**If you answered "Yes" to Question #1, please explain your experience and what locality you worked in.**

**\*QUESTION 3**

**Do you have college credits in the field of Planning, Public Policy or Engineering?**

- Yes
- No

**\*QUESTION 4**

**Select the number of years of experience you possess in online mapping.**

- None
- 1-2 years
- 3-4 years
- 5 or more years

**\*QUESTION 5**

**Do you have a bachelor's degree or higher directly related to Urban Planning?**

- Yes
- No

**QUESTION 6**

**Please list any specialized software programs that you are proficient in using.**

\* Required Question