



## TOWN OF TAPPAHANNOCK

### Job Description

Job Title: **Planning and Zoning Assistant**  
Pay Range: \$44,000-52,000, DOQ  
FLSA: Nonexempt  
Department: Community Development and Zoning  
Effective Date: 2023

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#### **Major Purpose**

Under general direction of the Town Manager and Assistant Town Manager, responsibilities include providing technical support intaking and processing zoning applications, reviewing plats and development proposals, and assisting the public with zoning and subdivision matters.

#### **Essential Job Functions**

- Provides customer service to the public concerning planning, development, and zoning matters.
- Replies to various planning and zoning related inquiries via phone or by written correspondence.
- Assists the Zoning and Subdivision Administrator in enforcing the Zoning and Subdivision Ordinance and other land use regulations;
- Actively participates in the zoning permit process including reviewing permits, and providing information and assistance to citizens concerning their permits and applications.
- Provides technical support including research of information and data related to planning and zoning.
- Assists staff with subdivision and site plan technical reviews.
- Assists staff with preparation and distribution of agenda packets for the Town Planning Commission.
- Assists in actions necessary to correct deficiencies in Town Code and internal policies.
- Meets with officials from State agencies and local County officials to discuss plans, projects, and related land development activities.
- Performs other duties as assigned.

#### **Minimum Qualifications**

Any combination of education, experience, and training equivalent to high school graduation or GED by a state department of education, plus three years of previous office or clerical experience.

**Preferred Qualifications**

Bachelor’s of Urban Planning and/or at least 12 months of planning and zoning experience, but not required.

**Knowledge, Skills, Abilities**

- Ability to learn planning principles and practices.
- Ability to learn how 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 learn and interpret town, state, and federal guidelines.
- Ability to learn town codebook, policies, and procedures.

**Required Licenses/Certificates**

The incumbent must obtain and maintain certification as a Certified Zoning Official (CZO) within 12 months of employment and may be required to possess additional certification(s) as deemed necessary.

**Working Conditions**

- Work is primarily 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: \_\_\_\_\_