



## COUNTY OF AMHERST

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### Assistant Zoning Administrator/Planner

**DEPARTMENT: Planning and Zoning**

**FLSA STATUS: Non-Exempt**

**THE POSITION:**

Performs professional work coordinating zoning and code inspection services, reviewing plans and applications for compliance, conducting inspections, preparing and maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Planning 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:**

- Promotes an image of professional, ethical and courteous customer service as a representative of Amherst County.
- Reviews site development and subdivision plans for conformance to County ordinances and other criteria; tracks site plan applications.
- Administers Erosion and Sediment Control program; reviews erosion and sediment control plans.
- Reviews zoning requests; issues permits and citations; presents cases in zoning hearings; receives and investigates complaints and takes appropriate action.
- Participates in development review committee meetings for site plans and subdivisions; represents the department in meetings at events and attends public hearings.
- Provides project review and analysis, research, report preparation and staff support to all relevant boards, commissions and committees.
- Writes staff reports to planning commission on site development and subdivision plans; processes approvals.
- Assists with erosion and sediment control inspections.
- Assists the director in drafting new subdivision and zoning ordinances.
- Provides assistance to the general public regarding zoning related matters.

**Other Duties**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

## **KNOWLEDGE, ABILITIES, AND SKILLS:**

- **KNOWLEDGE:**
  - Thorough knowledge of municipal ordinances governing zoning related codes
  - General knowledge of routine legal procedures as related to the enforcement of laws and ordinance
  - General knowledge of erosion and sediment control standards and regulations, wetland ordinances and flood plain management regulations and related laws and ordinances
  - Thorough understanding of site development plans as they pertain to erosion control and storm water management
  - Thorough knowledge of the principles and practices of planning
  - Thorough knowledge of economics, sociology and finances as applied to planning
  
- **ABILITIES AND SKILLS:**
  - Ability to prepare concise reports
  - Ability to prepare and analyze written or computer data
  - Ability to express ideas clearly and effectively orally and in writing
  - Ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, county officials, and the general public

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree with coursework in planning, or related field
- Moderate experience in planning and code enforcement, or equivalent combination of education and experience

## **PHYSICAL REQUIRMENTS:**

- Requires the occasional exertion of up to 10 pounds of force
- Frequently standing, walking, sitting and speaking or hearing
- Standard vision requirements
- 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
- Requires operating motor vehicles or equipment and observing general surroundings and activities
- Requires occasional exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g. business office, light traffic)

## **SPECIAL REQUIRMENTS:**

- Possession of or ability to obtain erosion and sediment control inspector and plan reviewer certifications within one year of employment
- Valid driver's license in the Commonwealth of Virginia

TO APPLY PLEASE SUBMIT YOUR APPLICATION HERE: [Amherst County Government- Assistant Zoning Administrator/Planner \(Amherst, VA\)](#)

<https://theapplicantmanager.com/jobs?pos=AG153>

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# AMHERST

Perfect Slice of Virginia

## Why Us?



Multiple health insurance options including two \$0 options for employee-only coverage.



Supplemental Insurance for Cancer, Accidents, Disability, Long Term Care, Medical Bridge, and more.



Retirement options include a defined pension plan and deferred compensation options with an employer match.

## BENEFITS OVERVIEW

Amherst County is proud to offer an affordable and extensive list of benefit options:

- Medical, Dental, and Vision coverage
- Health Savings and Flexible Spending Accounts (HSA/FSA)
- Colonial Life supplemental insurance options for Cancer, Accidents, Medical Bridge, Life Insurance and more!
- Student Loan Assistance Program through GradFin
- Pension plan through Virginia Retirement System
- Additional Retirement options through Nationwide
- Generous Paid Time Off

## Contact Us

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