

The Town of Pulaski is accepting applications for the position of Zoning Administrator/Town Planner. The successful applicant for this non-exempt, full time position will be responsible for planning, zoning, and other development activities. Work is performed under the regular supervision of the Town Manager. The Planner works closely with the public on a regular basis to provide customer service on all planning and zoning related inquires and will be required to work some evenings for public meetings.

Responsibilities

- Enforces Town code regarding nuisance and zoning ordinances.
- Provides information and interpretation of zoning and subdivision matters to the public, builders, architects, and other interested parties.
- Writes or assists in writing a variety of ordinances, staff reports, correspondence, applications, and legal documents.
- Responds to general planning and zoning related inquiries from the public.
- Provides and records information regarding permitting and enforcement of zoning, subdivision, environmental protection, community nuisances, and other land use issues.
- Assists in the review process for site plans and subdivision plans.
- Reviews commercial, industrial, and residential building permits to ensure compliance with zoning and subdivision requirements.
- Reviews business license applications to ensure compliance with zoning requirements.
- Assists in reviewing zoning amendment, special exception, rezoning, conditional zoning, variance, and zoning appeal applications.
- Reviews sign permit applications.
- Investigates zoning violations.
- Maintains filing records for zoning related documents including minutes, agendas, and resolutions for Planning Commission, Board of Zoning Appeals, and Architectural Review Board.
- Reviews Certificate of Appropriateness applications for the Architectural Review Board and understand historic preservation strategies outlined in the 2020 Commercial Historic District Guidelines.
- Maintains and ensures the accuracy of the Town's GIS data, including zoning and land use information.
- Assists with grant applications and administration efforts.
- Attends meetings and training seminars (some of which may be held after normal working hours)

Qualifications

- Bachelor's degree in planning, public administration, or related field.
- **Experience in zoning or code enforcement**, and/or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Knowledge of modern principles and practices of planning, zoning, and community development.
- Ability to work effectively with developers, contractors, and the general public.
- Ability to read and interpret plans and specifications.
- Ability to present concise oral and written reports.

Must obtain and maintain Certified Zoning Administrator status through the Virginia Association of Zoning Officials

The salary for this position begins at \$44,130. The Town of Pulaski participates in the Virginia Retirement System, and provides an excellent benefits package. Applications will be accepted until the position is filled. The Town of Pulaski is an Equal Employment Opportunity employer. If you require an accommodation in order to participate in any phase of the application process, please contact the Town of Pulaski Human Resources office.

Please send your resume or questions to HR@pulaskitown.org, or apply online at <https://broker.edmundsassoc.com/ESS/?municipalId=PUTNVA#APPLY>