

Zoning Administrator

Mecklenburg County, Virginia

Compensation: **\$77,037 - \$88,421** and extensive benefits, including participation in the Virginia Retirement System, health care coverage (the County pays 100% for an individual, and 85% for a family plan), payment of association dues and professional memberships, and a County vehicle.

Mecklenburg County is seeking applicants for the position of Zoning Administrator. The Zoning Administrator administers land use permits in the County, including the review, approval, and enforcement of the Zoning Ordinance, related zoning permits, land disturbance permits, plats, and other subdivision documents. The position will ensure compliance with the laws of the Commonwealth of Virginia, Mecklenburg County, and industry best practices. Mecklenburg County has its own Erosion and Sediment Control Program and as part of the role of Zoning Administrator, the successful applicant will oversee the work performed by the County's Environmental Compliance Manager in this area. The County does not have a Stormwater Management Program, but knowledge of Stormwater Pollution Prevention Plans is a plus. This position will greatly interact with the public in an office setting as well as in the field, and therefore, the successful candidate must be an ambassador of the County as they interact with key stakeholders in Mecklenburg County.

The successful candidate must attend Planning Commission, Board of Zoning Appeals, and Board of Supervisors meetings, and will be the primary staff liaison to the Board of Zoning Appeals. The position will also have a close working relationship with agencies such as the Virginia Department of Environmental Quality, the Virginia Department of Health, the United States Army Corps of Engineers, and the Lake Country Soil & Water Conservation District, as well as Town governments (The County conducts zoning inspections on behalf of several towns).

Mecklenburg County is at the beginning of a revision of its Zoning and Subdivision Ordinance and has contracted an outside consultant for the performance of the work. This work will be performed over the next year. As a result, the Zoning Administrator's experience and perspective will be a key contribution to the successful development of an Ordinance to fit the County's needs for the decades to come and to the creation and implementation of Construction Design Standards.

Mecklenburg County's current Zoning Administrator will be retiring in November. As such, this successful candidate will work closely with the existing Zoning Administrator to learn about the current zoning conditions of the County and the history of zoning applications throughout the County.

The ideal candidate will have a bachelor's or master's degree in planning, public administration, architecture, design, engineering, landscape design, historic preservation, soil science, or a similar field; three to five years of experience in a government planning or zoning office, or an engineering or planning firm that consults for governments; and Virginia Association of Zoning Officials (VAZO) and Virginia Department of Environmental Quality Erosion and Sediment Control (ESC) certification status. If a candidate does not have VAZO or ESC certification, it must be obtained within two years of hire. Ability to read construction plans and architectural drawings is a must. The ideal candidate will also have capabilities in the use of digital tools, as the position will be part of a team that will

implement an E-Permitting system. If an applicant does not have local government experience, then at a minimum, the candidate must have at least three years of experience in land disturbance related activities, such as soil and geotech testing, excavation, surveying, environmental permitting, or infrastructure construction.

TO APPLY: To be considered for this position, you must submit a completed Mecklenburg County application, which may be obtained from <https://www.mecklenburgva.com/DocumentCenter/View/428/Mecklenburg-County-Employment-Application-PDF>

TO SUBMIT: Please send the application, resume, and any other information you wish to add in support of your application to procurement@mecklenburgva.com or by mail to

Mecklenburg County Administrator's Office
P. O. Box 307
Boydton, VA 23917

DEADLINE: The position is open until filled. The first review of applications will begin on April 21, 2025.

Finalists will be interviewed by the County's Personnel Committee, which consists of Board of Supervisors members, along with County Administration. The County may also hold an introductory round of interviews to help determine the final candidate list.

Mecklenburg County is an equal opportunity employer.