



NOTICE OF POSITION VACANCY

ZONING ADMINISTRATOR COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Zoning Administrator. The full Job Description for this position is attached. Salary \$45,000 + depending on qualifications and experience, with benefits.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources>) along with professional resume and references may be submitted electronically (PDF format only, please) to deputyclerk@kingwilliamcounty.us (Subject Line: Application-Zoning Administrator) or by mail to: County of King William, 180 Horse Landing Road #4, King William, VA 23086 – ATTN: Ms. Olivia Schools. Applications accepted until position filled.

King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF FINANCIAL SERVICES**

JOB DESCRIPTION

Job Title:	Zoning Administrator (Community Development)		
Position No.:	081100-1100-03		
Position Class:	Specialist		
Pay Grade:	E20		

GENERAL DESCRIPTION:

Performs difficult technical and administrative work interpreting and enforcing Zoning Ordinances and related land use and development ordinances; does related work as required. Through knowledge of the philosophies, principles, practices and techniques of zoning as they pertain to findings and zoning activities; thorough knowledge of the various codes and regulations pertaining to land use and zoning; ability to present the results of field inspections and research effectively in oral and written form; ability to establish and maintain effective working relationships with associates, government officials, representatives of other agencies and the general public; ability to interpret and apply legal requirements and standards; excellent interpersonal skills, especially listening and patience, and working with difficult people. Performs related work as required.

The employee must exercise independent judgment, initiative, attention to detail and provide excellent customer service. This position is a full time (minimum 40 hours per week) salaried position. The position reports to and serves under the direction of the Director of Community Development.

ESSENTIAL FUNCTIONS:

- Reviews zoning permits for compliance with adopted codes and performs site inspections prior to approval of permits.
- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning Commission, the Historic Review Board, County Administrator; and/or Board of Supervisors consistent with the County Code.
- Coordinates assistance on planning and zoning issues with other County departments.

- Reviews building permits, including review of site plans; issues building permits for new residential construction, remodels, additions, garages, and other miscellaneous items, and forwards requests to the Building Official.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; prepares data for court and testifies on ordinance and code violations.
- Serves as the Secretary to the Board of Zoning Appeals, prepares agendas, staff reports and gives presentations.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
- Reviews development plans for local zoning requirements with other staff members.
- Reviews and approve routine sign applications
- Maintains all necessary records for day-to-day activities and permanent files.
- Assists in developing long-range strategic plans and ordinance updates.
- Attends Planning Commission, Historic Review Board, and Board of Supervisor meetings as necessary; and prepares other information as requested by the County Administrator or Planning Commission.
- Assists the County with projects and proposals, including grant applications, environmental reviews.
- Administers the Chesapeake Preservation Act Ordinance.
- Assists with erosion and sediment control inspections
- Provides planning and technical support to the Economic Development Authority.
- Prepares a variety of correspondence, agendas, reports and updates.
- Prepares public hearing notices for local paper and prepares articles as directed.
- Acts as backup for front desk and phone coverage and assists other departmental staff as needed.
- Performs other duties as apparent or as delegated

SECONDARY FUNCTIONS:

Secondary functions may be assigned to the position by the Director of Community Development.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration or related field and two (2) years of zoning experience. Additional experience may be substituted for education.

OTHER POSTION REQUIREMENTS:

Must possess and maintain Virginia Driver's License

Must possess or have the ability to obtain the standing of Certified Zoning Administrator

Must be able to pass a Criminal Records Check

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word

Must be able to multitask while providing excellent customer service to internal and external customers

GENERAL STANDARDS OF PERFORMANCE:

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the County.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods, policies and procedures for enhancing the effectiveness of County operations. Employs imagination and creativity in the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under Essential and Secondary Functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL STANDARDS OF PERFORMANCE:

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing financial and political environment, and appropriate sensitivity to external issues and exercise of discretionary judgement is frequently required.

PERFORMANCE APTITUTES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.