

Town of Mount Jackson - Planning and Development Administrator

Job Description:

Performs challenging professional and administrative work in Planning, Code Enforcement and Community Development and related work as required. Work is performed under the general supervision of the Town Manager. Furthermore, this position would lead the town's efforts in promoting recreational, cultural and entertainment activities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

While working with a team, duties include planning, directing and developing short- and long-range planning activities, services and programs; coordinating and supervising zoning ordinance and environmental code enforcement; serving as staff support to various boards and commissions; maintaining records and files; preparing reports.

Duties would also include spearheading Town's efforts to promote its recreational, cultural and entertainment activities as needed.

Primarily works with the public to facilitate and assist in property development.

Successful applicant will have a demonstrated ability to review, interpret and implement Zoning Ordinance and Virginia Law. Reviews for approval Zoning Permits, Home Occupation Permits, Sign permits and Food Truck permits. The job shall also include entry level plan review of site plans, erosion and sediment control and stormwater management. Plans, organizes and directs planning and development programs. Conducts research of records for development purposes. Receives and responds to citizen inquiries and complaints. Provides staff assistance to the Planning Commissions, Boards of Zoning Appeals, elected boards and other commissions and committees; prepares and presents various reports as directed. Prepares ordinances and programs to implement growth and development policies, prepares amendments to Zoning Ordinance. Consults with officials of the County and state government in order to coordinate all phases of planning and community development for the Town. Processes minor cases such as rezoning applications, special exception applications, subdivision plats and site plans. Performs related tasks as required.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, community development or related field with (three years) planning/zoning experience. Virginia Association of Zoning Officials certifications and/or AICP certification is preferred but not required.