



Madison County Vacancy Announcement

Planning and Zoning Administrator

Position Summary:

Madison County Government is seeking a Planning and Zoning Administrator. The Planning and Zoning Administrator performs technical, professional, and management work in planning and organizing for long range planning and zoning administration, zoning code enforcement, subdivision administration, and planned development for Madison County. The Planning and Zoning Administrator is responsible for professional level planning duties enforcing land use, watershed, zoning, and subdivision ordinances and performing related planning functions. The employee is responsible for continued development and administration of County ordinances. Work includes providing support services to and making presentations to the Planning Board and Board of Commissioners. Work includes conducting complex planning studies; performing site reviews; analyzing data and drafting reports; researching records; grant writing; project implementation; and enforcing planning ordinances and policies. Work requires considerable public contact with developers, boards, and the general public.

Where to Apply:

Submit an NC State Application with a cover letter to Madison County Human Resources. Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall. Mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753, Or emailed to: HR@madisoncountync.gov

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Reviews planning elements relating to a broad spectrum of concerns including land use, infrastructure, and environmental impacts.
- Serves as technical advisor to Development Services Director, Planning Board, and County Commissioners regarding planning, zoning, zoning permitting, zoning code enforcement and land use matters; prepares reports and makes presentations; provides research and input into the development of ordinances, policies, and procedures for the County.
- Reviews site plans and specifications and makes site visits as appropriate to ensure compliance with applicable regulations and to resolve problems and disputes.

- Responds to zoning complaints and inquiries about planning and zoning. Investigates and follows up as needed; conducts and participates in hearings; may recommend judicial actions and may be required to testify in court.
- Coordinates and serves as the County's liaison for planning, zoning, and development activities with affected federal, state, municipal, regional, and private agencies.
- Coordinate the planning schedule. Review Comprehensive Plan, set goals for each year, and present data to advisory boards as needed.
- Coordinate land use ordinance schedule. Review proposals for each year and review statutory changes for compliance.
- Take zoning applications and issue permits when necessary.
- Review zoning applications for compliance with ordinances and regulations.
- Review site plans for development regulation compliance and other applicable laws.
- Review surveys (plats) for compliance with zoning regulations before recording.
- Review zoning plans, specifications, and data sheets for zoning code compliance.
- Draft documents and ordinance language, review, and compile ordinance information for appropriate boards.
- Reviews complaints and performs site visits on complaints as needed and provides follow-up if necessary.
- Must have excellent communication skills and be comfortable with communicating in public settings.
- Must have excellent organizational skills.
- Must be willing to complete any and all needed training requirements.
- Must correspond to all received communications in a timely manner.
- Must be willing to work flexible hours including evenings and weekends.
- Responsible for corresponding with the Board of Adjustments, Watershed Board, and Planning Board.
- Research and draft County ordinances; monitors and recommends changes; presents recommended ordinances to the Planning Board, and Board of Commissioners; provides justification and rationale for recommendations, and answers questions.
- Administers County's planning ordinances.
- Conducts complex planning studies; gathers data on residential and commercial development requests according to statutory and local ordinance requirements; documents services and benefits; drafts information and feasibility reports.
- Prepares maps, reports, and packets for Planning Board, Board of Adjustment, Watershed Review Board and Board of Commissioners; serves as staff support and advisor to boards; makes presentations.
- Provides technical assistance to developers, contractors, architects, and the general public by telephone and in person; explains and advises public on regulations of watershed, subdivision, and zoning ordinances.
- Provides oversight for special projects and initiatives related to the implementation of adopted land use plans.
- Serves as Clerk to the Planning Board and Board of Adjustments.
- Additional duties as necessary and assigned.

Education and Experience:

Bachelor's Degree from an accredited college or university planning, geography, engineering, architecture, or related field. Associate's degree and 2 years of management or supervisory experience preferred; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices, objectives, and issues facing local government, planning, and zoning.
- Knowledge of governmental programs, laws, grants, and services pertinent to the planning process.
- Experience with grant application, preparation, management, and reporting.
- Experience in planning, developing, coordinating, and managing multiple projects simultaneously.
- Experience in the collection and analysis of complex data and ability to present information to diverse groups of individuals.
- Experience producing written materials used to inform and support broad organizational planning and project specific operation and delivery.
- Experience with quasi-judicial procedures.
- Ability to clearly express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and perform repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess visual acuity to perform administrative and computer related tasks and to inspect buildings.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

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- Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Must be able to move about on foot to accomplish tasks, such as showing property to potential buyers.

Salary:

\$43,242-\$68,841.08 dependent on qualifications and experience. This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.