



# Madison County Vacancy Announcement

## Planning and Zoning Officer

### Position Summary:

Madison County Government is seeking an Independent Contractor or someone looking for full-time regular employment as a Planning and Zoning Officer. The Planning and Zoning Officer 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 Officer is responsible for land use planning and zoning compliance for Madison County, zoning plans review, and ordinance enforcement for the County. The Planning and Zoning Officer will be responsible for ensuring the public receives an adequate level of service.

This position is exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Develops a vision with strategic goals for the department; creates, develops and administers policies and procedures; reviews planning elements relating to a broad spectrum of concerns including land use, infrastructure and environmental impacts.
- Serves as technical advisor to County Manager, 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 to 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.
- Oversee and manage the zoning budget.

- 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.
- Additional duties as necessary and assigned.

### **Education and Experience:**

Bachelor's Degree from an accredited college or university in architecture, engineering, construction management or related field and 5 years of management or supervisory experience in the construction or inspections field; 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.
- Ability to be flexible, organized, visionary, and comfortable with ambiguity and must enjoy working in a fast-paced, highly visible, team environment.

## **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 the 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.

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 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:** \$38,000-\$42,000. This will be a 30 hour per week position. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.