

Position: Planner
Department: Planning & Zoning
Hiring Range: \$55,307 - \$69,134
Closing Date: Until filled
Beginning Date: As soon as possible

Responsibilities include administrative support and services for the Planning and Zoning Department. Assists with maintaining and updating the Comprehensive Plan, Zoning and Subdivision Ordinances, and other planning documents inclusive of studies, analysis and recommendations. Issues administrative Zoning approvals. Investigates complaints and inspects and enforces violation code. Conducts site plan and subdivision plat reviews for compliance with applicable regulations, performing research and field review as needed. Reviews and processes zoning applications including data and fee collection. Provides administrative support (such as preparing meeting minutes) to Director at public meetings held after regular working hours. Must be able to communicate courteously and effectively with the public in oral and written form. The successful applicant will possess strong administrative and organizational skills and be able to work independently in an effective manner.

A Bachelor's degree in Urban & Regional Planning or related discipline and three years of experience in planning and zoning or an equivalent combination of education, training and experience is preferred. Must possess and maintain a valid state driver's license with an acceptable driving history. Must also have obtained Certified Zoning Official (CZO) or Certified Zoning Administrator (CZA) certification from the Virginia Association of Zoning Officials (VAZO), or ability to complete certification within 18 months of date of employment.

Interested persons may apply in person at Nelson County Finance & Human Resources, 84 Courthouse Square, Lovingson, VA; by mail to P.O. Box 336, Lovingson, VA 22949; by email to Judy Seraphin jseraphin@nelsoncounty.org (434) 263-7139; or by fax to (434) 263-7134. Required submissions include: Cover Letter, Resume, Three (3) References and completion of the Nelson County Job Application. <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-application/>

EOE