

## ASSISTANT CHIEF ZONING AND DEVELOPMENTAL SERVICES

GRADE 40

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs intermediate professional and administrative work in the operation of Zoning and Development Services Division; preparing policies; reviewing development plans; administering municipal code; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting in overseeing and coordinating zoning and development services operations; providing case management, evaluation, analysis and processing of complex land use applications; rendering advice, technical assistance and guidance to customers and associates; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in management and coordination of the administrative, interpretation and enforcement of the zoning and subdivision ordinances, and development services including land development, environmental permitting, and inspection processes;
- Provides case management, evaluation, analysis and processing of complex development applications; analyzes and interprets proffers and development conditions.
- Provides advice, information, technical assistance and guidance to citizens, property owners, land developers, design professionals, associates, boards/commissions and other governmental agencies regarding development review, interpretation and amendments, land development, Zoning and Subdivision Ordinances, application procedures, review processes, inspections, code requirements and related issues.
- Provides technical support to the Board of Zoning Appeals, Planning Commission, Board of Supervisors and other boards/committees regarding assigned programs; represents the Chief at various meetings as assigned.
- Assists Chief in overseeing and coordinating daily operations and activities; organizes and prioritizes work; assigns work and monitors status of work in progress; inspects completed work; assists with complex/problem situations; prepares and reviews staff reports and other documents; supervises, directs and evaluates assigned staff.
- Coordinates work activities with other departments, outside agencies, or others;
- Works closely with and provides oversight to environmental staff on a variety of issues such as stormwater management, grading, and erosion/sediment controls.
- Performs Chief's duties in their absence.
- Oversees research to gather or retrieve various information relating to property and zoning; gathers, analyzes and maintains data/information relating to zoning and subdivision ordinances; researches land records to determine a variety of information.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the zoning and subdivision ordinances, state code provisions related to land use, and related codes; thorough knowledge of zoning and code enforcement practices; ability to read and interpret blueprints, site plans and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability to prepare and present technical oral and written reports; ability to enforce ordinances and codes with firmness, tact and impartiality; ability to establish and maintain effective working relationships with County officials, contractors, architects, land developers, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and extensive land development and planning experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.