

**Zoning Administrator**  
**Town of Strasburg, Virginia**  
**Hiring Range: up to \$49,577 depending on qualifications**

The Town of Strasburg is currently accepting applications for the position of Zoning Administrator. The Zoning Administrator is responsible for enforcement and administration of the Town's Zoning and Subdivision ordinances and other property-related Codes. This is a new position within the Town government and the ideal candidate will be expected to take considerable initiative and interest in the position. The administrator will be responsible for reviewing development applications for compliance with the Town Code and will play an essential role in assisting the Town with the completion of the Community Plan and subsequent Code updates. The administrator will represent the Town staff on the Architectural Review Board, Board of Zoning Adjustments, Planning Commission, and Ordinance Committee. A bachelor's degree in planning with one (1) to two (2) years of experience in planning and zoning functions at the local government level is required. Candidates must submit a town employment application, resume, and references to: Zoning Administrator Search, Town of Strasburg, 174 East King Street, Strasburg, VA 22657. Applications will be accepted until September 30, 2010 at 5:00 p.m. and can be obtained online at <http://www.strasburgva.com>. For questions regarding this position, please contact Judson Rex, AICP at 540-465-9197 or [townplanner@strasburgva.com](mailto:townplanner@strasburgva.com).

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# Zoning Administrator

FLSA Status: *Exempt*

## General Definition of Work

Performs the professional and technical work necessary to effectively administer and enforce the Town's Zoning Ordinance. Responsible for administering all permitting activities and programs enabled by the Zoning Ordinance. Work is performed under the general supervision of the Assistant Town Manager.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Enforce the Zoning and Subdivision ordinances and other Town ordinances relating to property and land development

Receive and process violation complaints consistent with the Town's Zoning Ordinance

Review zoning permit applications for compliance with the Zoning Ordinance

Review applications and plans for rezoning, special use permit, site plan, and subdivision proposals

Support the Assistant Town Manager in the preparation and maintenance of the Comprehensive Plan

Act as a staff contact for the Board of Zoning Appeals, Planning Commission, and Architectural Review Board

Provide written reports to the Town Council, Planning Commission, and other committees regarding planning, zoning, and land development

Make recommendations for policy changes to the Town's Zoning and Subdivision Ordinances

Undertake special projects as directed by the Assistant Town Manager

Update zoning and development applications; provide recommendations to the Town Council for development application fees

## Knowledge, Skills and Abilities

Thorough knowledge of State and local zoning ordinances and regulations. Ability to administer, interpret, and amend as necessary the provisions of the Zoning Ordinance. Ability to use sound judgment in making independent decisions. Ability to coordinate the preparation of comprehensive, technical zoning reports. Ability to collect, analyze, and prepare data in support of pending zoning violations and permit applications. Ability to write and speak effectively, develop objectives, and meet deadlines. Ability to establish and maintain effective working relationships with the public, elected officials, and other staff members.

## Education and Experience

Bachelor's degree in city planning, public administration, or a similar field with one (1) to two (2) years of experience in a planning and zoning related field. Experience should include zoning code enforcement and interacting with the public on sensitive issues.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None

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

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Numbers	Home	Cell	Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time                       Part Time                       Shift Work                       Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If Yes, please explain: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4   5   6   7   8	9   10   11   12	1   2   3   4	1   2   3   4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills, and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No  
 If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview       Yes       No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed       Yes       No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE      DATE

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

