

# Town of Windsor, Virginia

## Class Description

**Title:** Zoning Administrator

**FLSA Status:** Exempt

**Department:** Zoning

**Updated:** 09/19/2024

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### General Definition of Work

Performs intermediate technical work enforcing the zoning and subdivision ordinances, serving as staff to the Town's Planning Commission and Board of Zoning Appeals, and maintaining the Town's Geographic Information System, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager.

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### Essential Functions

*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.*

Prepares reports for Town Council and Planning Commission.

Assists in preparing information packets for the Planning Commission and Town Council.

Reviews zoning permit applications, site plans, and issues permits accordingly.

Enforces the Town's Zoning Ordinance and handles compliance issues.

Interacts with the general public regarding planning and zoning issues.

Maintains permit records for parcels within the Town.

Reviews subdivision plots and relays appropriate information to the Town Manager, Town Council and/or Planning Commission.

Reviews and advises rezoning and conditional permit applications; works with Planning Commission and Town Council.

Serves in an advisory position to Council and Planning Commission for matters dealing with planning and zoning.

Administers the Chesapeake Bay program.

Answers phones and take payments at the counter as needed.

Maintains and updates GIS data and maps for Town; prepares maps as requested by Council, Planning Commission, Town Manager, and staff.

Reviews variance and appeal requests; works with Board of Zoning Appeals when applications are submitted.

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### Minimum Qualifications

Bachelor's degree with coursework in urban planning, public administration, or related field and moderate experience in planning in a government setting, or equivalent combination of education and experience.

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### Special Qualifications

Certified Zoning Administrator (CZA) certification obtained within one (1) year of hire.

Valid driver's license in the Commonwealth of Virginia.

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### Job Specifications

Knowledge of municipal ordinances governing planning and zoning;

Knowledge of routine legal procedures as related to the enforcement of laws and ordinances;

Skill in the use of computers and GIS systems;

Ability to read and understand complex plans and drawings;

Ability to work with limited supervision;

Ability to enforce ordinances and regulations with firmness, tact, and impartiality.

Ability to establish and maintain effective working relationships with associates, contractors, department heads and staff, developers, engineers, elected officials, legal representatives, property owners, and the general public;

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### Working Conditions

Work is sedentary and requires little to no exertion of force.

Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).