

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

Planning/Zoning & Code Enforcement

POSITION: Planning/Zoning & Code Enforcement Director

DUTIES: Direct & coordinate all planning/zoning functions, programs, & activities for the county; supervise Code Enforcement & GIS staff; work to achieve county community, economic development and land use planning goals; establish department goals & policies through meetings & communications with the County Manager, Board of Commissioners, & Planning Board; supervise & participate in the preparation of various presentations, reports, ordinances, & zoning requests; participate with other department directors in conducting multi-department assignments; provide guidance & assistance to staff; evaluate work performance of staff; serve as professional advisor to Planning Board and Board of Adjustments; discuss projects over the telephone & in-person with developers, engineers, surveyors, lawyers, real estate agents, & other interested parties; work with committees & staff to carry out goals & policies; direct the preparation of annual department budget; monitor expenditures; supervise staff administration of various ordinances; perform related tasks as required; reports to the County Manager.

EDUCATION/EXPERIENCE: Thorough knowledge of the principles & practices of urban & regional planning & zoning; thorough knowledge of economics, finances & sociology as they apply to planning; ability to interpret & analyze technical & statistical information & to prepare & present technical oral & written reports; ability to establish & maintain effective working relationships with associates, government officials, other agencies & the general public; any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning and considerable experience in professional planning. Master's degree and/or AICP preferred.

NOTE: Great opportunity for professional development and leadership role. Warren County recently updated our Comprehensive Development Plan and implementation of included recommendations will be a priority for the long-term growth and development of the County and an opportunity for a new Director.

SALARY: \$54,761-\$84,879 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

Warren County is an Equal Opportunity Employer