

TITLE: PART-TIME ZONING ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Under the general direction and with the support of the Town Manager, the Zoning Administrator performs professional and administrative duties related to the statutory responsibilities of the position. This includes planning, organizing, supervising, and carrying out zoning-related tasks and other duties as assigned. This is a part-time position, averaging approximately 24 hours per week.

Essential Duties

- Administer and enforce the Town's development ordinances in the capacity of Zoning Administrator and/or Code Official.
- Review applications and site plans related to zoning, subdivision, hillside development, stormwater management, and signage. Issue and track associated permits.
- Investigate complaints and enforce compliance with the Town's development ordinances; coordinate abatement of violations as needed.
- Provide technical support to the Planning and Zoning Commission and the Board of Adjustment.
 - Review special use permit, variance, appeal, ordinance amendment, and rezoning applications for completeness.
 - Prepare staff reports and supporting documentation.
 - Attend and present at public meetings as required.
- Respond to public inquiries and meet with applicants, residents, and stakeholders regarding the Town's development regulations.
- Serve the Board of Commissioners in matters related to planning and development as needed.

Knowledge, Skills, and Abilities

- Strong understanding of planning principles and best practices related to land use, zoning, stormwater, and hillside development.
- Proficiency in conflict resolution, public speaking, meeting facilitation, and customer service.
- Excellent verbal and written communication skills.
- Strong organizational and time-management skills with the ability to prioritize and coordinate multiple tasks.
- Ability to interpret, explain, and apply planning and zoning policies to staff, officials, and the general public.

- Ability to build and maintain effective working relationships with contractors, developers, property owners, staff, elected officials, and the public.

Education and Experience

- Bachelor's degree in government, land use, planning, or related field.
- One year experience in planning, public administration, or zoning enforcement.
- Or equivalent combination of education and experience.

Minimum Qualifications

Graduation from an accredited college with a degree in urban planning, geography, architecture, historic preservation, public policy or related field. Demonstrated experience in Zoning and/or Subdivision Administration, or Planning. Possession of a valid driver's license issued by the State of North Carolina.

Special Requirements

Possession of certification as a Zoning Official or AICP or ability to obtain certification within two years of employment.

Resumes and cover letters must be submitted via email to Savannah Parrish at sparrish@townofmontreat.org by July 18, 2025.