

Zoning Administrator and Code Enforcement Officer / Project Manager

The Town of Montreat is seeking a motivated, detail-oriented professional to serve as its Zoning Administrator, Code Enforcement Office, and Project Manager. This position plays a key role in administering the Town's land development regulations, assisting residents and developers through the permitting process, managing municipal planning projects, and supporting the Town Manager with various Helene recovery related projects and planning efforts.

Nestled in the beautiful Blue Ridge Mountains of Western North Carolina, Montreat is a unique mountain community known for its natural beauty, environmental stewardship, and strong sense of community. This position offers the opportunity to work on a variety of planning, zoning, floodplain management, infrastructure, and capital improvement projects while collaborating with residents, consultants, elected officials, and regional partners.

The successful candidate will work under the direction of the Town Manager and will serve as the Town's primary zoning administrator while managing assigned planning and capital projects.

Essential Duties and Responsibilities

Zoning Administration

- Administer and enforce the Town's Zoning Ordinance and other applicable land use regulations.
- Review zoning permits, site plans, subdivisions, variances, special use permits, and other development applications for compliance with Town ordinances and applicable state regulations.
- Conduct site inspections to ensure compliance with approved plans and applicable codes.
- Interpret zoning regulations and provide guidance to residents, property owners, developers, architects, engineers, and contractors.
- Maintain accurate zoning, permitting, and development records.
- Coordinate development review with Buncombe County, state agencies, and other regulatory partners as necessary.
- Serve as the Town's Floodplain Administrator and administer the National Flood Insurance Program (NFIP), including review of floodplain development permits.

Code Enforcement

- Administer and enforce the Town's Code of Ordinances, including zoning, nuisance, sanitation, property maintenance, and other municipal regulations as assigned.
- Investigate complaints regarding alleged ordinance violations and conduct field inspections to determine compliance.
- Issue notices of violation, warnings, civil citations, and other enforcement actions in accordance with Town ordinances and North Carolina General Statutes.
- Work with property owners, residents, contractors, and businesses to achieve voluntary compliance whenever possible.
- Maintain detailed records of inspections, investigations, photographs, correspondence, and enforcement actions.

Planning & Project Management

- Serve as project manager for assigned capital improvement, infrastructure, resiliency, grant-funded, and planning projects.
- Coordinate with engineering consultants, contractors, utility providers, regulatory agencies, and other stakeholders throughout project development and implementation.
- Monitor project schedules, budgets, grant requirements, and contract compliance.
- Assist in the preparation of grant applications and administration of awarded grants.
- Prepare maps, reports, presentations, staff reports, and supporting documentation for the Planning Board, Board of Adjustment, and Town Council.
- Assist with updates to the Comprehensive Plan, zoning ordinance amendments, and other long-range planning initiatives.

Public Meetings & Customer Service

- Prepare meeting agendas, staff reports, presentations, and recommendations for appointed boards and Town Council.
- Attend evening meetings of the Planning Board, Board of Adjustment, Town Council, and other committees as assigned.

- Explain planning processes, zoning regulations, floodplain requirements, and development standards to the public.
- Respond to inquiries from residents, developers, surveyors, engineers, contractors, and public officials in a professional and timely manner.

Other Duties

- Maintain GIS mapping and property information as needed.
- Coordinate with Public Works, Police, consultants, and regional partners on planning and development matters.
- Assist with emergency management and post-disaster recovery planning related to land use and floodplain management.
- Research state and federal regulations affecting municipal planning and zoning.
- Perform other duties as assigned by the Town Manager.

Minimum Qualifications

- Bachelor's degree in planning, public administration, geography, environmental science, or a closely related field; or an equivalent combination of education and experience.
- Experience in municipal planning, zoning administration, project management, code enforcement, engineering, or related governmental work preferred.
- Working knowledge of North Carolina land use law, zoning administration, floodplain management, and municipal development processes.
- Ability to interpret ordinances, maps, site plans, surveys, engineering drawings, and legal descriptions.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to establish and maintain effective working relationships with elected officials, staff, consultants, contractors, developers, and the general public.
- Proficiency with Microsoft Office.
- Ability to attend evening meetings as required.
- Possession of a valid North Carolina driver's license or the ability to obtain one within six months of employment.

Required Certifications

- Certified Zoning Official (CZO) certification through the North Carolina Association of Zoning Officials (NCAZO) is required. Applicants who do not currently possess the certification must obtain it within twelve (12) months of employment.
- Certified Floodplain Manager (CFM) certification is preferred or must be obtained within a timeframe established by the Town Manager.

Physical Requirements

Work is performed in both an office and field environment and includes occasional walking over uneven terrain, climbing slopes, conducting site inspections, lifting up to 25 pounds, and operating a motor vehicle. Evening meetings and occasional emergency response related to storm events or disaster recovery may be required.

Benefits

The Town of Montreat offers a competitive salary and benefits package, including participation in the North Carolina Local Government Employees' Retirement System, paid holidays, vacation and sick leave, health insurance, professional development opportunities, and certification support.

The deadline for application is: **Open until filled.**

Submit applications and resumes to Savannah Parrish via email to sparrish@townofmontreat.org

Salary Range: \$26.99 – \$28.50

Hiring salary will be determined based on qualifications and internal equity.