



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

PUBLIC WORKS/ZONING PROGRAM ADMINISTRATOR

Hiring Range \$39,999 – \$49,999

General Description of Work

The Town of Dumfries, Virginia is seeking a detail oriented Public Works/Zoning Program Administrator to assist the Public Works and Zoning Departments with new and established programs. Applicant must be willing to work in a small, fast-paced, multifaceted professional environment. Responsibilities include managing the town's permitting process to include coordination with the town's consultants, permit fee calculations, scheduling inspections and entering permit data and processing invoices for review and inspection services. Administrator is expected to become progressively responsible for contract preparation, request for proposal preparation, request for quotes, minor cost estimating and assistance with the development and monitoring of program budgets and report writing.

Essential Skills

Applicant must be proficient with Microsoft Office Suite (Word, Excel, Access, Power Point and Publisher), Microsoft Project and permit software. Applicant must be able to communicate effectively both orally and in writing

Duties include, but are not limited to, the following:

- Provide technical assistance and information to customers via telephone and in person, provide written responses to inquiries in a expeditious manner by letter and email form
- Perform routine office tasks in designated program areas, including data entry, imaging and retention of files, organizing files, answering phones, and maintaining and updating department reference manuals
- Participate in coordinating public works, building and zoning activities with other Town departments and outside agencies
- Assist in public noticing
- Assist with permit reviews and writing staff reports
- Assist in preparing grant applications and managing active grants
- Attend night meeting on a limited basis
- Assist in preparing, mailing and managing violation notices
- Perform Website management
- Perform related duties as assigned

Education and Experience

Associates degree in civil engineering technology, construction management, drafting, planning, GIS, business or related degree and/or work experience that demonstrates the knowledge, skills, and abilities to perform the responsibilities of this position.

Benefits

Sick and Annual Leave; Health Insurance; Virginia Retirement System (VRS) Benefits; Deferred Comp Plan (Employee Contributions Only).

Interested applicants must submit a cover letter and resume to the following address or by email no later than October 5, 2012. Employment web-site generated letters and resumes will not be accepted.

Must possess a valid motor vehicle operator's license and possess and maintain a satisfactory driving record based on the Town's criteria. Applicant must obtain a Virginia zoning official certificate (CZO) within 12 months of hire date.

Daniel E. Taber
Town Manager
Town of Dumfries
17755 Main Street
Dumfries, Virginia 22026

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