

**JOB DESCRIPTION**  
**PLANNING & ZONING OFFICER**

Administration Department  
City of Lewisburg, West Virginia

**INTRODUCTION**

The position of Planning & Zoning Officer is located in the Administration Department of the City of Lewisburg, West Virginia. This employee is responsible for the review and issuance of all sign permits for the City of Lewisburg and administration of the zoning ordinance. This employee will be under the direct supervision of the Mayor or Mayor's Designee and maintain an office within the Lewisburg City Hall. This is an exempt position.

**MAJOR DUTIES**

- Review and approve sign permits.
- Prepare agendas and all material relevant to planning commission, storm water committee, HLC, and BZA meetings.
- Implementation of all ordinances passed by the City Administration pertaining to the planning and zoning department.
- Review all site plans and related materials.
- Advise public of zoning laws.
- Ex-officio member of the planning commission.
- Attend seminars on related matters.
- Perform other duties and responsibilities as assigned.
- Ability to prepare budget.

**REQUIRED KNOWLEDGE AND ABILITIES**

- Ability to communicate with citizens in a courteous manner.
- Ability to resolve citizen complaints and follow-up procedure.
- Knowledge of modern principles and practices of planning and zoning, street design, construction, storm water management and maintenance.
- Knowledge of the City Planning, Zoning and Subdivision Codes.

**SUPERVISORY CONTROLS**

This employee must work independently under the supervision of the Mayor or Mayor's Designee.

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### **COMPLEXITY**

This position requires applying technical understanding of planning, zoning and subdivision regulations. Judgment is required to plan and coordinate work and to interpret field conditions.

### **PERSONAL CONTACTS**

This employee interacts face-to-face, in writing and by telephone with individuals as well as contractors.

### **WORK ENVIRONMENT**

Work is performed basically in an office setting with some fieldwork required.

### **PHYSICAL DEMANDS**

This position is in an office setting but can include an outside environment on occasion. Employee must be able to lift up to 25 lbs., have dexterity and coordination to include hand/eye coordination. Frequent use of stairs is required.