

**LANDSCAPE ADMINISTRATOR
PLANNING AND DEVELOPMENT
FLSA STATUS: NON-EXEMPT**

POSITION SUMMARY

Performs responsible technical, administrative, and inspection work related to compliance with County landscape ordinances and development standards. Duties include landscape plan review, site inspections, ordinance enforcement coordination, and ongoing monitoring of required landscaping for commercial, industrial, and residential developments. Work involves frequent interaction with developers, engineers, contractors, other County departments, and the public

ESSENTIAL DUTIES

- Reviews landscape plans, site plans, and development plans for compliance with County ordinances, including bufferyard standards, tree protection requirements, and screening regulations.
- Conducts pre-installation, installation, and post-installation landscape inspections.
- Verifies plant quantities, species, spacing, size, and placement to ensure ordinance compliance.
- Documents violations; prepares inspection reports; issues notices of noncompliance; and coordinates enforcement actions with Zoning Enforcement staff.
- Provides technical guidance and assistance regarding landscape standards, ordinance requirements, and acceptable plant materials.
- Coordinates with Building Codes, Stormwater, Planning, and other County departments during development review and inspections.
- Maintains accurate electronic records, inspection logs, correspondence, and plan review files.
- Assists with drafting, revising, and updating landscape, tree, and bufferyard ordinances and related policies.
- Responds to citizen inquiries and complaints related to landscaping requirements and maintenance.
- Participates in Collaborative Development Review Meetings (CDRM) and other meetings as assigned.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of landscape architecture principles, plant materials, installation techniques, and maintenance practices.
- Working knowledge of zoning regulations, development standards, and land use processes.
- Ability to read and interpret engineered site plans and landscape drawings.
- Ability to apply and enforce regulations in a professional and consistent manner.

EDUCATION AND EXPERIENCE

- Associate's or Bachelor's degree in Landscape Architecture, Horticulture, Planning, Environmental Science, or a related field preferred.

- Experience in landscape design, landscape inspection, planning, zoning, or a related field preferred.
- An equivalent combination of education and experience may be considered.
- Experience with Development Review and Permitting Software.

PHYSICAL REQUIREMENTS

- Ability to perform outdoor inspections in varying weather conditions.
- Ability to walk over uneven terrain and perform physical activities such as bending, stooping, and lifting objects weighing up to 25 pounds.
- Work requires a combination of field and office duties.