

Planner

FLSA Status: *Exempt*

General Definition of Work

Performs a variety of professional and technical duties related to planning matters such as zoning, site plans and permits. Monitors community compliance with established planning, zoning and development ordinances. Drafts amendments to the zoning ordinance or policy governing local planning, zoning and development. Conducts field studies and research data for planning projects on issues, policies and concepts pertaining to planning, zoning and community development. Gathers and analyzes statistical data regarding planning. Acts as a technical assistant to various boards and commissions. Prepares a variety of reports related to project progress. Assists in coordination of projects with other departments or governmental agencies. Meets with the general public to discuss planning, zoning and development issues. Designs and drafts graphs, maps, photographs and other illustrative material. Directs and participates in field investigations of applications for variances of the zoning ordinance. Work is performed under the limited supervision of the Director of Planning and Community Development.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Conducts master planning projects, including small area, corridor & specialty development and design plans. Assists in the research and proposal of amendments to the Zoning & Subdivision Ordinances, Comprehensive Plan and other land use policy documents.

Reviews site plans, subdivision plats, conditional use, variance and special use permit applications.

Attends meetings and presents assigned projects and cases to citizens, appointed boards, the Planning Commission, community meetings, and work sessions.

Researches appropriate ordinances to determine if a violation exists; interprets and advises the public on applicable regulations and ordinances.

Conducts research, updates plans, studies and other planning documents as assigned.

Responds to inquiries from the community and the general public regarding development activities.

Assists planning staff in the issuance of permits & forms and coverage of the front counter as needed.

Reviews site plans and applications for zoning permits, rezoning and conditional uses, and subdivisions; investigates violations and complaints.

Provides technical assistance and general information to the public regarding zoning applications including verification of setbacks and application status.

Serves as professional staff to the Historic Architectural Review Board and as staff support to the Planning Commission, Wetlands Board, Board of Supervisors and Town Councils as occasionally directed.

Researches, prepares, writes reports; prepares tables, maps, presentations; responds to questions from the Board of Supervisors, Planning Commission, planning staff and general public.

Coordinates planning efforts with contractual partners and consultants, including project timelines, budgets, scope of work and coordinates related public notices, meetings and workshops.

Coordinates and facilitates community meetings and work sessions with citizens, community groups and the planning commission related to special projects. Prepares materials and presentations for these meetings, attends meetings as needed.

Represents the planning department on regional boards and commissions and local committees as needed.

Planner

Prepare competitive grant applications and implement in compliance with requirements of regulatory agencies.

Support housing and community development activities of the Planning Department with the Virginia Department of Housing and Community Development and other funding agencies.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of urban planning and community development; thorough knowledge of current literature and recent developments in the field; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with developers, associates, elected officials, other government agencies and the general public.

Proficient user of Microsoft Office and Geographic Information System software.

Education and Experience

Master's degree with coursework in planning, or related field and considerable experience in professional planning, including some supervisory experience, or equivalent combination of education and experience.

Bachelor's degree with 3-5 years minimum related experience will be considered.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Professional Planner certification by AICP within one year of hire.

Valid driver's license in the Commonwealth of Virginia.

Combined Program Administer Certification, Soil and Water Conservation Board within one year of hire.