

Senior Planner  
Northampton County, Virginia

Northampton County is accepting applications for the full-time position of Senior Planner. This position is to provide planning and technical support for the Planning, Permitting and Enforcement Department and various boards and committees. This position is responsible for assisting with planning, policy analysis, regulation enforcement, technical research and support site/plan review, customer service and related records and reports. Serves as primary staff support for the Planning Commission; oversees the creation and production of the agendas for Planning Commission meetings, executes and communicates all decisions or votes of the Planning Commission. Oversees staff in the acceptance and processing of applications for any planning-related approvals such as; special use permits, zoning clearances, zoning test amendments and map amendments. This position coordinates the review and updates of the Comprehensive Plan as stated by the Code of Virginia.

Serves as principal GIS Coordinator which duties include: compiles and integrates cartographic data from a wide variety of sources for inclusion in GIS database, manage data layers for Northampton County: create maps and conduct analysis at the request of the Board of Supervisors, Planning Commission, Administration or any other department; maintain the official zoning map; serve as the primary coordinator with the County's outside vendor in maintaining the maps for public access on the County website; create and print maps for the public at their request.

Serves as Purchase of Development Rights (PDR) Administrator which duties include; schedule and prepare agenda for quarterly PDR meetings, take minutes at meetings; assist in writing grants, coordinating easement review, assist property owners with applications, coordinate review and ranking of applications pursuant to Board policy.

Serves as Enterprise Zone primary coordinator with the Deputy County Administrator to provide GIS support.

Requires Bachelor's degree in planning, engineering or science with GIS classwork, A Master's Degree in planning or science is preferred. Certified AICP or ability to obtain certification within two years, GIS Certification

Excellent communication skills are essential. The minimum salary for this position is \$46521.18 plus benefits.

Please refer to Northampton County's website online for further job descriptions, requirements and county's application form [www.co.northampton.va.us/jobs.html](http://www.co.northampton.va.us/jobs.html). Please submit completed County application form with cover letter to Human Resources P. O. Box 66, Eastville, VA 23347 by April 7, 2017. Northampton County is an EOE.