

Planner

Apply Online: www.co.new-kent.va.us

New Kent County is seeking applicants for the position of Planner (Current Planning). The position works under the general supervision of the Planning Manager, to perform professional work of moderate difficulty in assisting in the development and implementation of plans and programs for appropriate utilization of land and physical facilities; and performs other work as required.

Essential Functions:

- Provides initial review of applications for various land use and development proposals (zoning, planned unit development, conditional use, site plan, schematic plan, and subdivisions) to ensure they are complete and include all required supporting data;
- Assists in the review of or review various land use and development proposals to ensure compliance with the Zoning and Subdivision Ordinances, Comprehensive Plan, and to assist the Planning Commission and Board of Supervisors in their decision-making;
- Assists in the preparation of written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain County policy and the impact of planning and development on the community;
- Serves as staff support to one or more appointed citizen advisory committees;
- Responds to citizen inquiries about zoning and subdivision requirements and general County procedures relative to development review and approval;
- Assists in developing short range and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations;
- Assists in conducting technical research studies and preparing statistical reports and analyses;
- Assists in developing and communicating recommendations for drafting or revising local ordinances;
- Assists in citizen participation activities;
- Attends meetings, work sessions, seminars, and conferences (some of which are held after normal working hours);
- Assists in development and implementation of long range growth management, land use, economic development, utility, housing, transportation, facilities, and other plans and codes to meet County needs;
- Practices continuous learning through individual study, classroom training, seminars, and conferences;
- Assists other Community Development staff and performs other duties as assigned.
- Manages bond estimates and procedures

Knowledge, Skills, & Abilities:

- Good knowledge of zoning laws and short and long range plans including their formation, process of adoption, and enforcement of planning programs and processes.
- Working skill in the use of personal computers utilizing office productivity software, GIS software, and specialized analysis, planning, and management software.
- Demonstrated capacity in effective oral and in written communication with architects, engineers, surveyors, contractors, owners, supervisors, co-workers, and the general public.
- Ability to conduct field work which includes walking through rough and unfinished sites; ability to climb stairs as needed.

Education and Experience:

Completion of the core curriculum for a Bachelor's degree in Planning, Landscape Architecture, or related field; or an equivalent combination of training and experience. Master's degree or coursework toward degree preferred. While designated as an entry-level position in the County, prior planning experience, including internships, is strongly preferred. Must possess a valid Virginia driver's license.

Salary Range starts at: \$38,603

Non exempt