



## **Senior Planner Community Development**

**Location:** Community Development | King George County

**Open Until Filled**

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)*

- Plans, and develops long and short range planning activities and programs.
- Serves as principle subdivision, and zoning administrator for the County.
- Prepares and maintains the general plan for the physical development of all jurisdictions in the County.
- Provides staff assistance to the Planning Commissions, Boards of Zoning Appeals, elected boards and other commissions and committees; prepares and presents various reports.
- Prepares ordinances to implement growth and development policies, prepares amendments to Zoning Ordinance and subdivision regulations.
- Consults with officials of the state and federal government in order to coordinate all phases of planning and community development for the County.
- Processes rezoning applications, special exception applications, subdivision plats and site plans.
- Receive and responds to citizen inquiries and complaints.
- Performs related tasks as required.

*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the advanced principles and practices of urban planning and community development; comprehensive knowledge of economics, municipal finance and sociology as they apply to urban planning; thorough knowledge of current literature and recent development in the field; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; 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 relationship with associates, officials, other governmental agencies and the general public.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. AICP preferred. Possession of Erosion and Sediment Control certification: Virginia Department of Environmental Quality, combined Administrator or Program Administrator, Plan Reviewer and Inspector certifications. Possession of Virginia Department of Environmental Quality, Storm-water Management Program: combined Administrator or Program Administrator, Plan Reviewer and Inspector certification.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, community development or related field and extensive planning/zoning experience including considerable management experience.