

## Planning and Zoning Coordinator

**Shenandoah County** seeks a highly motivated, creative and qualified candidate to coordinate and lead the County's planning and zoning efforts within the office of Community Development's planning and zoning division. The position coordinates and oversees the planning and zoning functions to include the functional areas of planning, zoning and erosion and sediment control. The ideal candidate will possess a minimum of a bachelor's degree in public administration, urban planning, political science or related course work; supplemented by some supervisory experience within the field. The position is compensated on a pay grade 23 of the Shenandoah County pay scale. The preferred hiring range is \$50,737 - \$57,405; however, the successful candidate's final negotiated starting salary will be dependent upon the candidate's education and experience. Shenandoah County offers a competitive benefits package for full time employees including: employer paid health insurance, retirement, life insurance and paid leave. This position is FLSA exempt. Submit a cover letter, detailed resume and references along with a completed Shenandoah County employment application to Mary T. Price, County Administrator, Shenandoah County, 600 N. Main Street, Suite 102, Woodstock, VA **22664** by **October 31 2018**. Visit our website: <http://shenandoahcountyva.us/administration/employment/> for an employment application. Electronic submissions may be submitted to [sfleming@shenandoahcountyva.us](mailto:sfleming@shenandoahcountyva.us)

*Shenandoah County is an Equal Opportunity Employer*

## **PLANNING AND ZONING COORDINATOR**

### **JOB PURPOSE:**

Performs difficult professional and administrative work in coordinating the activities of the County's Office of Planning and Zoning, to include the functional areas of planning, zoning, erosion and sediment control and storm water management, does related work as required. Work is performed under the general supervision of the County Administrator. Supervision is exercised over all department personnel.

### **ESSENTIAL FUNCTIONS/TASKS PERFORMED:**

**Coordinates and plans activities, services, programs and work assignments within the office of planning and zoning, supervises activities within the departments of planning, zoning, and natural resources (erosion & sediment control and storm water management) to ensure timely delivery of service; coordinates work with County Administrator and department directors; maintains records and files; prepares reports.**

- Coordinates the functional areas of planning, zoning, erosion and sediment control, storm water management and departmental staff.
- Oversees the review of site plans and development plans for conformity to design criteria and ordinance requirements.
- Oversees staff assistance to the Planning Commission, Board of Supervisors and related committees.
- Prepares ordinances, develops strategies, and designs programs to implement growth, development, and preservation policies.
- Consults with officials of the County, State and Federal government in order to coordinate all phases of planning, zoning and related functions
- Advises public and private bodies on new or contemplated plans, projects or programs, prepares presentations, articles, reports and other related efforts dealing with the development of the community.
- Manages the County's E-911 street-sign program.
- Performs related tasks as required.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION, EXPERIENCE AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in public administration, urban planning, geography or related field and considerable experience in professional planning and/or zoning administration.

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

Comprehensive knowledge of modern management techniques and theory; comprehensive knowledge of the advanced principles and practices of planning, zoning and community development, thorough knowledge of current literature and recent developments in the field; general knowledge of landscape architecture and traffic engineering; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; advanced knowledge of GIS; competent in computer operations and relevant software programs; 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 area employees, officials, other agencies and the general public.

#### **SPECIAL REQUIREMENTS:**

None.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; 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; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

*This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.*