

**Alleghany County
Job Description**

Job Title: County Planner
Department: Public Works
Reports To: Public Works Superintendent
FLSA Status: Non-Exempt
Prepared By: SW
Prepared Date: 8/29/18
Approved By:
Approved Date:

SUMMARY The performance of responsible professional and clerical work involving periodic updating of regulations and the County Comprehensive Plan; and other areas as assigned for the utilization of land and physical facilities of Alleghany County by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position are as follows. Other duties may be assigned.

Compiles and analyzes data on economic, social, and physical factors effecting land use, and prepares or requisitions graphic and narrative reports on data.

Confers with local authorities, civic leaders, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Recommends and enforces governmental measures effecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.

Reviews and evaluates environmental impact reports applying to specific private and public planning projects and programs.

Reviews and interprets information relating to the FEMA flood insurance maps as it pertains to land development.

Attends all Planning Commission meetings, and when necessary, the Board of Supervisors meetings.

Works closely with the Secretary to the Planning Commission to prepare agendas and schedule public hearings.

Prepares and recommends amendments and updates to the ordinance and Comprehensive Plan.

Respond to inquiries regarding planning matters.

Maintains a current knowledge of applicable laws and regulations.

Maintains and answers questions regarding the County GIS map system.

Assigns address as necessary to applicants who have applied for a building permit.

SUPERVISORY RESPONSIBILITIES

Supervisor to any part-time employees hired to assist in the Planning department.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability that is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess general knowledge of planning procedures and regulations.

Ability to communicate effectively with the general public and county officials.

Possess strong communication skills, both written and verbal.

Ability to follow complex oral and written instructions.

Ability to interpret complex regulations and ordinances.

Ability to prepare and present, both written and orally, reports and technical information.

Ability to read and interpret maps.

Ability to continue training and education by attending meetings, conferences, and seminars relating to planning and land use.

Possess general knowledge of computers and word processing skills.

EDUCATION AND/OR EXPERIENCE

Must have a Bachelor's Degree from an accredited college or be actively seeking such a degree in planning or other related field. Experience in planning or related field is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a valid Commonwealth of Virginia Driver's License.

PHYSICAL DEMANDS

Physical demands are low. Essential and other important responsibilities and duties may require maintaining physical conditions necessary for sitting, standing, or walking for prolonged periods of time; lifting, bending,

stooping, or kneeling; climbing stairs; operate assigned vehicle or equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

WORK ENVIRONMENT

The work environment consists of office work and some fieldwork relating to site visits and is subject to inside and outside conditions.