



Planner - Community Development

Location: Community Development | King George County

Open Until Filled | Salary Range: \$52,355 - \$69,370 DOQ (Pay grade 216)

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.
- Provides staff assistance to the Planning Commissions, Boards of Zoning Appeals, Board of Supervisors, elected boards and other commissions and committees; prepares and presents various staff reports. These meetings are held after hours one to three times per month.
- 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.
- Detects and investigates zoning violations, issues zoning violation notices.
- Prepares correspondence for plan reviews, violations, notices to comply etc.
- Reviews plans for compliance with Stormwater/Erosion and Sediment Control (Non MS-4 locality), Chesapeake Bay requirements, as well as compliance with the Zoning Ordinance.
- Answers questions from citizens, contractors, developers and engineers concerning ordinance provisions and enforcement regulations. Receives and responds to citizen inquiries and complaints.
- Performs a variety of research on zoning, background information, and administrative requests.
- Performs related tasks as required.

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

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires to work as a team. Comprehensive knowledge of the advanced principles and practices of planning and community development; 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, Stormwater 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.