



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Planner I for the Planning and Community Development Department. Work will be performed under the supervision of the Director of Planning and Community Development and will include the following typical tasks:

Performs a variety of difficult professional and advanced technical duties related to planning matters such as zoning, site plans and permits. Monitors community compliance with established planning, zoning and development ordinances. Drafts amendments to zoning ordinances or policies governing local planning, zoning and development. Conducts field studies and researches data on issues, policies and concepts pertaining to planning, zoning and community development projects. Gathers and analyzes statistical data regarding planning. Acts as a technical assistant to various boards and commissions. Prepares a variety of reports related to project progress. Assists in coordination of projects with other departments or governmental agencies. Meets with the general public to discuss planning, zoning and development issues. Designs and drafts graphs, maps, photographs and other illustrative material. Directs and participates in field investigations of applications for variances of the zoning ordinance and related work as apparent or assigned.

Essential Functions

- Conducts master planning projects, including small area, corridor & specialty development and design plans. Assists in researching, drafting and proposing amendments to the Zoning & Subdivision Ordinances, Comprehensive Plan and other land use policy documents.
- Reviews site plans, subdivision plats, conditional use, variance, zoning and special use permit applications.
- Researches appropriate ordinances to determine if a violation exists; interprets and advises the public on applicable regulations and ordinances.
- Conducts research, updates plans, studies and other planning documents as assigned.
- Responds to inquiries from the community and the general public regarding development activities, zoning applications including verification of setbacks, application status and investigates complaints.
- Assists planning staff in the issuance of permits & forms and coverage of the front counter as needed.
- Code enforcement duties required as needed and instructed.
- Serves as professional staff to the Historic Architectural Review Board and as staff support to the Planning Commission, Wetlands Board, Board of Supervisors and Town Councils as occasionally directed.
- Researches, prepares and writes reports; prepares tables, maps and presentations; responds to questions from the Board of Supervisors, Planning Commission, and planning staff.
- Coordinates planning efforts with contractual partners and consultants, including project timelines, budgets, scope of work and coordinates related public notices, meetings and workshops.
- Coordinates and facilitates community meetings and work sessions with citizens, community groups and the planning commission related to special projects. Prepares materials and presentations and attends meetings as needed.
- Represents the planning department on regional boards and commissions and local committees as needed.

- Prepares competitive grant applications and implements in compliance with requirements of regulatory agencies.
- Supports housing and community development activities of the Planning Department with the Virginia Department of Housing and Community Development and other funding agencies.
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- Performs other assigned duties.

Comprehensive knowledge of the principles and practices of urban planning and community development; thorough knowledge of current literature and recent developments in the field; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to read and interpret blueprints, site plans and architectural designs; ability to interpret various rules and regulations; ability to establish and maintain effective working relationships with developers, associates, elected officials, other government agencies and the general public. Proficient user of Microsoft Office and Geographic Information System software.

Bachelor's degree with coursework in Planning, or related field with a minimum of three years of Planning experience with some supervisory experience; Possession of Professional Planner certification by AICP within one year of hire; Combined Program Administrator Certification, Soil and Water Conservation Board within one year of hire.

Starting salary range \$43,000- \$56,000 depending on experience

Position open until filled

**Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271**

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**