

Shenandoah County is accepting applications for the full time position of County Planner. This position performs difficult professional and administrative work developing and administering farmland preservation programs, natural resources planning activities, long-range comprehensive planning activities and land use planning and zoning activities.

Functions and tasks include drafting updates to the comprehensive plan, preparing and presenting reports and providing staff support to various committees. Applicants must be able to communicate effectively orally and in writing in a highly interactive team oriented work environment.

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in planning or other relevant field, or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job is required. Experience in administering agricultural land preservation programs and long range community planning is preferred.

Salary is on Grade 18 of the County pay scale with a hiring range of \$39,754- \$59,015 DOQ/DOE. Benefits include Virginia Retirement System, health and dental insurance, vacation, sick leave and holidays. County application is required. Complete job description available by contacting the Office of the County Administrator, 600 North Main Street, Woodstock, VA 22664, 540-459-6165, or visit our web site at: <http://shenandoahcountyva.us/administration/employment/>

Position is open until filled. Preliminary review of applications will begin March 25, 2019.

Shenandoah County is an Equal Opportunity Employer

COUNTY PLANNER

JOB PURPOSE:

Performs difficult professional and responsible administrative work developing and administering farmland preservation programs, natural resources planning activities, long-range comprehensive planning activities, and land use planning and zoning activities; does related work as required. Work is performed under the general supervision of the Community Development Coordinator.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Assists in the drafting of updates that maintain the accuracy and the relevancy of the comprehensive plan, in accordance with state law; assists in planning, developing, and implementing programs and services related to the preservation of natural resources and farmland; ensures compliance with state and federal mandates regarding natural resources related issues; performs initial review of zoning & subdivision permits for final consideration by zoning and subdivision administrator; maintains proper records and files; prepares reports.

- Assists in administering the Conservation Easement Program, including preparing grant applications, meeting with prospects, and stewarding County-held easements;
- Assists in the administration of the County's Agricultural & Forestal Districts (AFD) program including all aspects of processing additions, withdraws, and renewals of properties into these districts;
- Performs land use planning and zoning activities including producing staff reports for the Planning Commission, and performing initial review of zoning and subdivision permits for final consideration by the zoning and subdivision administrator;
- Prepares, reviews and administers agricultural and natural resources related grants;
- Provides staff support related to natural resources and environmental issues;
- Provides staff support through general guidance and assistance to the local natural resources preservation and farming communities regarding county planning related issues;
- Serves as a member of varying boards, task forces, committees, and management and planning teams as directed; ➤ Prepares a variety of statistical and operational reports pertaining to programs and services; ➤ Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in planning, an agricultural field, or other relevant field; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; experience in administering agricultural land preservation programs, zoning, and long range planning is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the current practices, methods and techniques involved in land preservation programs and the protection of natural resources, as well as the local, State, and Federal laws that govern such programs; Thorough knowledge of the principles and practices of modern professional planning; Ability to plan, implement and evaluate the success of land preservation, natural resources, and agricultural preservation programs; Ability to prepare technical planning reports and perform technical reviews of zoning & subdivision permits; Ability to operate a personal computer, and use current technology to complete essential functions and enhance services, to include the use of word processing, spreadsheet, database, GIS, or other system software; Ability to solve problems within scope of responsibility; Ability to present to varied groups within field; Ability to communicate ideas clearly and concisely, both orally and in writing; Ability to establish and maintain effective working relationships with associates and the general public.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of up to 10 pounds of forces occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and grasping; 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 preparing and analyzing written or computer data, 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.