



DINWIDDIE COUNTY
invites applications for the position of:
Senior Planner / Zoning Administrator

Employee Recruitment Packet

SALARY: \$63,559 - \$70,517

CLOSING DATE: Open Until Filled

General Definition of Work

Performs difficult professional work overseeing zoning ordinance administration and enforcement, overseeing and supervising code compliance, conducting analysis and GIS mapping services, reviewing plans and related work as apparent or assigned. Work is performed under the general direction of the Director of Planning. Supervision is exercised over assigned personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Interprets the County's zoning ordinance and responds to related inquiries; enforces the zoning ordinance and related County code sections.

Maintains official zoning maps; conducts geographic information system analysis and provides mapping services; interprets tax map zoning.

Oversees street naming, numbering and street sign maintenance.

Conducts commercial site plan review.

Reviews applications for and processes zoning permits, building permits, other special permits and business licenses.

Serves as flood plain manager/administrator administering the County's flood protection ordinance.

Assists in the development of ordinance amendment proposals; participates in comprehensive plan updates and amendments; develops and implements community/corridor plans.

Assists in the recruitment and selection of department personnel; develops staff schedules; assigns and directs the work of assigned staff; disciplines staff in accordance with County policy and procedures; evaluates the performance of assigned personnel; validates employee time sheets.

Assists developers, officials and the general public with resolving planning issues.

Provides staff assistance to the Board of Zoning Appeals and to the Board of Supervisors and Planning Commission.

Attends various local, state, development and public meetings.

Knowledge, Skills and Abilities

Thorough knowledge of local ordinances governing zoning and related codes; thorough knowledge of modern planning principles, practices, standards and procedures; thorough knowledge of routine legal procedures as related to the enforcement of laws and ordinances; general knowledge of laws, regulations, requirements and policies of state and federal programs relative to planning and urban development; general knowledge of current principles related to housing and transportation planning; ability to analyze and define complex problems, develop alternative solutions and make recommendations; ability to communicate ideas effectively both orally and in writing; ability to gather and summarize data; skill in development and analyzing geographic information system data; ability to plan, coordinate and supervise the work of subordinates; ability to establish and maintain effective working relationships with property owners, builders, contractors, County officials, associates and the general public. Knowledge of Microsoft Suite applications required.

Education and Experience

Bachelor's degree with coursework in planning, or related field and considerable experience in planning and geographic information systems analysis and map creation, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor

vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

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

Completion of a satisfactory criminal background check.

Only online applications submitted through our website will be considered. To apply, please visit the [Dinwiddie County's Employment Opportunities](#) webpage.

Dinwiddie County is an Equal Opportunity Employer