

Community Development Assistant

\$30,992 / year or higher DOQ + [Full-time County Benefits](#).

James City County Planning Division seeks an energetic individual to conduct responsible technical work and administrative tasks for the department. Many assignments will require initiative to complete and generally follow set procedures and routines while some will involve more difficult components

Responsibilities

- Staffs front desk and assists public and applicants with questions; provides information on departmental policies and procedures, programs, or services provided.
- Performs technical and statistical research and analysis for development review and comprehensive planning activities; assists staff in preparing reports, presentations and projects; gathers and compiles land use, zoning, socioeconomic, marketing and other data, and prepares appropriate reports and displays as need.
- Intakes and processes planning related development applications; reviews applications and processes through approval process; administers a modified site plan amendment process in which applications are reviewed and approved within 5 working days.
- Develops internal programs related to the department's use of Geographic Information Systems (GIS); develops GIS overlays and related databases; assists staff with GIS use, applications and overall GIS support tasks.
- Compiles minutes, staff reports, proffers, and attachments for distribution to Planning Commission, Board of Supervisors, and other County officials.
- Serves as Planning Division's office manager, develops and administers operating records, coordinates activities with other sections within division and outside agencies and departments, as appropriate, and provides general administrative support for the division.

Requirements

- Any combination of education and experience equivalent to a high school diploma and some college coursework in planning, public administration, applied computer science, business or related field preferred; and considerable experience in responsible office and/or public service work experience.
- Knowledge of processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill computer software including Microsoft Office suite.
- Ability to conduct research, data collection, statistical analysis, formulate conclusions and recommendations; assemble and organize data and prepare reports from such records.

[Click here](#) for full job description. Accepting applications until 11:59 pm EST on 9/11/2020.

Accepting applications until 11:59 pm EST on 9/11/2020. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>