



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF PLANNING AND ZONING**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Director of Planning and Zoning</b>
<b>Position Class:</b>	Management
<b>Pay Grade:</b>	E24
<b>Exempt Status:</b>	Exempt
<b>Salary Range:</b>	\$73,016-\$116,826

**GENERAL DESCRIPTION:**

Under the general direction of the County Administrator, the Director of Planning and Zoning is responsible for providing professional land-use regulatory and comprehensive planning services to the King William County Planning Commission and Board of Supervisors. The position also serves as department head of the County Department of Planning and Zoning, which encompasses the environmental compliance/code enforcement. Serves as the zoning administrator and subdivision agent for King William County pursuant to local ordinances and Virginia statute. The position supports various county boards and commissions including the Planning Commission, Board of Supervisors, Board of Zoning Appeals, Historic Preservation and Architectural Review Board and Wetlands Board, and provides expertise and guidance regarding regulatory policies and activities. Undertakes other duties and functions related to the general planning and zoning activities of the county as directed by the County Administrator. Performs other duties as required. The position serves at the pleasure of the County Administrator. Work is performed with a considerable degree of latitude for independent judgment and action. Regularly-scheduled and frequent evening work is required; occasional weekend work may be required.

**ESSENTIAL FUNCTIONS:**

- Planning, development, organization, implementation and evaluation of all departmental programs; establishes policies and procedures; allocates staff and resources; provides direction and oversight to subordinate staff who carry out the daily operations of comprehensive planning, zoning and subdivision code administration, and geographic information systems; ensures programs and services support established goals and objectives; assesses programs and services; and implements changes to improve department performance.

- Supervises department staff (3 FTE); hires new staff; organizes staffing structure; ensures staff obtain needed training and resources; establishes performance goals; evaluates performance; and makes recommendations regarding disciplinary actions as needed.
- Serves as consultant and advisor to the County Administrator, elected officials and to assigned boards, commissions, committees, advisory boards and other bodies regarding comprehensive planning, land-use, zoning and development issues; makes presentations regarding departmental operating and capital budgets, Capital Improvement Plan, developmental studies, and department programs and accomplishments; provides expertise on erosion and sediment control, subdivision and zoning ordinance proposals, rezoning requests, and land use applications from developers and the general public; and provides analyses and recommendations to the County Administrator for use in decision making and strategic planning.
- Chairs, staffs and/or supports various boards, commissions, committees and advisory boards; prepares agendas; attends meetings; provides oral and written reports regarding agenda items, proposals and plans; and represents county at statewide and regional meetings.
- Preparing and posting legal and other advertisements, notice letters and position reports for rezoning requests, conditional use permits, and other land use proposals; and distributes information to media, boards, commissions and general public.
- Reviews engineering, architectural and technical drawings and documents submitted on comprehensive site plans, subdivisions and other land use proposals; performs site visits and inspections of projects; ensures compliance with ordinances and regulations; and provides direction to parties as needed.
- Undertakes studies pertaining to community-wide functions and zoning, planning and land use issues; collects and analyzes data; reviews ordinances; identifies impacts of proposals and of applicable local, state and federal regulations; and makes presentations pertaining to same.
- Establishes effective working relationships with developers, contractors, land owners, attorneys and acts as the liaison for oversight agencies such as VDOT and DEQ; provides guidance pertaining to planning and community-wide development processes, zoning ordinances, and related laws and requirements; interprets codes; ensures compliance with applicable regulations and ordinances; attends public meetings and responds to questions to discuss planning and development issues.
- Responds to questions and complaints from landowners, developers, and the general public; and resolves issues which cannot be addressed by subordinate staff.
- Assist departmental staff and/or County Attorney with cases and litigation pertaining to zoning/subdivision and other code violations and department actions; testifies in court as needed.
- Performs administrative duties for the department; manages the department's financial resources; prepares budget recommendations; administers approved budgets; monitors expenditures; and writes and administers grants as directed by County Administrator.
- Monitors and enforces compliance with the county's zoning and subdivision ordinances and applicable state law and regulations; visually inspects development and violation

sites; receives and investigates complaints of potential violations; conducts site reviews; and documents complaints and findings.

- Conducts inspections of projects and of property sites which are the subject of citizen complaints: identifies violations to zoning and codes and ordinances; prepares and issues code violation notices; identifies necessary corrective action; and discusses violations with property owners, residents, and other interested parties.
- Receives and reviews site plans and zoning permit applications; researches information for reviews including GIS and ARC information; consults zoning maps and aerial photographs; ensures compliance with zoning and development ordinances; identifies violations and needed corrective actions; and issues zoning permits and land disturbance permits for projects which meet applicable requirements.
- Is a constructive member of the County management team.
- **SECONDARY FUNCTIONS:**
  - Performs general administrative and clerical duties in support of assigned responsibilities including preparing correspondence, entering, and retrieving data, and answering telephones.
  - May be involved with various aspects of the county's economic development program as it relates to general community-wide development goals and objectives as directed by the County Administrator.
  - Performs other related duties as required by the County Administrator.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Prefer a Master' degree in urban and regional planning with at least seven (7) years of progressively responsible experience in planning and zoning/subdivision code administration in a rural county environment; along with at least five (5) years of experience in departmental management and supervision of subordinate staff and experience with economic development.

- American Institute of Certified Planners (AICP) designation (American Planning Association)
- Current certification as a Combined Erosion and Sediment Control Administrator (Virginia)
- Current certification as a Zoning Official/Zoning Administrator (Virginia). Current certification as a Floodplain Manager (CFM)

**OTHER POSTION REQUIREMENTS:**

Must possess and maintain Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicle is required).

Must be able to obtain Virginia certification as Combined Erosion and Sediment Control Administrator within two (1) year of employment.

Must be able to obtain Virginia certification as a Zoning Official/Zoning Administrator (CZO) within first two (2) years of employment or other time frame specified by County Administrator.

May be required to obtain certification as a Floodplain Manager (CFM) within first three (3) years of employment or other time frame specified by County Administrator.

May be required to complete other training and/or obtain certifications in various other areas related to essential and secondary functions within time frames specified by County Administrator.

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word. Proficiency with current Adobe PDF software.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**\*\*Potential candidates will be required to complete drug testing, driving and background checks.**

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.*