



SURRY COUNTY JOB OPPORTUNITY

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

Performs complex professional and difficult administrative work planning, directing and supervising planning and community development programs, services and staff; coordinating and supervising building codes enforcement, zoning ordinance and environmental code enforcement, serving as staff support to various boards and commissions, coordinating work with County Administrator and department heads, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Essential Functions

- Plans, organizes and directs planning and community development programs; processes, reviews and prepares staff recommendations for rezoning and special use permit applications, street vacation requests, preliminary site plans and subdivision plats.
- Oversees the development, interpretation and enforcement of the County zoning ordinance, erosion and sediment control ordinance and related environmental codes; provides technical assistance on complex issues.
- Develops, manages, administers, and represent the County planning program; manages Planning Division operations including both development review and comprehensive planning functions; performs complex and sensitive research and analysis; develops policies and procedures; and supervises the compilation and analysis of development information, the preparation of plans, and special studies.
- Directs and supervises professional staff within the Planning Division engaged in the development of the plans and policies regarding transportation, housing, public facility requirements and proposal; and related matters.
- Acts as planning advisor to the County Administrator and the Board of Supervisors; provides recommendations on planning and development; serves as secretary and technical advisor to the Planning Commission.
- Develop and implements an effective public relations program designed to inform our citizens to keep department processes valid and transparent; responds to public and media inquiries regarding the County's planning functions; makes presentations pertaining to County planning issues to civic, public, and private groups.
- Administers and updates the County's comprehensive plan and zoning ordinance, subdivision ordinance, Chesapeake Bay Preservation ordinance, and other local, State and Federal regulations, codes and mandates.
- Consults with officials of the State and federal government, County department heads and the County Administrator regarding matters pertaining to department and County-wide issues and coordinate all phases of planning.
- Reviews and directs the preparation of correspondence and reports for the Planning Commission and Board of Supervisors.

Comprehensive knowledge of the advanced principles and practices of urban planning and community development; comprehensive knowledge of economics, municipal finance and sociology as they apply to urban planning; thorough knowledge of current literature and recent developments in the field; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with developers, associates, elected officials, other governmental agencies and the general public.

Bachelor's degree with coursework in Planning, or related field with a minimum of five years of Planning experience with supervisory and budget management oversight. Master's degree in Urban and Regional Planning, Public Administration or related field and certification by the American Institute of Certified Planners is preferred.

Special Requirements

Possession of Professional Planner (American Institute of Certified Planners) and Zoning Official certifications upon hire.

Possession of Erosion and Sediment Control Combined Program Administrator certification upon hire.

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**