



**PRINCE GEORGE COUNTY, VIRGINIA  
invites applications for the position of:**

## **Planner II**

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**SALARY:** \$61,589.00 - \$98,542.00 Annually

**OPENING DATE:** 06/15/21

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County Planning and Zoning Department is currently seeking qualified applicants for the position of Planner II. This position will be responsible for assisting with the planning, supervising and management of planning and zoning activities and services; performing responsible professional planning, research, and administrative work; assisting with the development of current and long-range community development and/or other planning activities; assisting and providing information to the public; serving as staff support to various boards and commissions; preparing and maintaining various planning maps, files, reports, graphics and records; preparing & presenting visual and public presentations.

### **QUALIFICATION REQUIREMENTS:**

Comprehensive knowledge of the principles, laws and practices of planning and urban development; thorough knowledge of economics, sociology and municipal finance as applied to planning; thorough knowledge of modern principles and practices of municipal, regional and community planning, land use planning, zoning concepts and regulations and of applicable federal, state and local laws, codes and regulations governing the administration of planning and development; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public; ability to exercise independent judgment and initiative in applying standards to a variety of work situations; ability to exercise considerable tact and courtesy in frequent contact with the public; ability to present proposals and recommendations clearly and logically in public meetings; ability to establish and maintain effective working relationships with professional colleagues, associates and the general public.

### **SPECIAL REQUIREMENTS:**

Bachelor's degree in planning, architecture, urban design, public administration, or related field; five years of community development, planning, zoning and land use experience, or equivalent combination of training and experience. Certification through the American Institute of Certified Planners (AICP) preferred. Must possess a valid Virginia driver's license.

### **ADDITIONAL INFORMATION:**

Completion of Certified Planning Commissioners' Program within 24 months of employment.

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #PII062021  
PLANNER II  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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## Planner II Supplemental Questionnaire

- \* 1. Are you certified through the American Institute of Certified Planners (AICP)?
  - YES
  - NO
- \* 2. Are you certified as a Zoning Administrator through the Virginia Association of Zoning Officials (VAZO)?
  - YES
  - NO
- \* 3. Are you a Certified Flood Plain Manager (FEMA)?
  - YES
  - NO
- \* 4. Do you have 5 years of progressively responsible planning experience?
  - YES
  - NO
- \* 5. Do you have prior supervisory experience in planning, zoning or zoning enforcement?
  - YES
  - NO
- \* Required Question