

PLANNING ASSOCIATE II

Fauquier County is currently seeking to fill a Planning Associate II position. This position within the Zoning and Development Services Division of the Department of Community Development will assist more senior staff in the day-to-day operations of the Department by providing technical assistance to staff, property owners, applicants and the general public. Examples of work may include: review of administrative subdivisions, plats and/or simple site plan submissions for basic checklist requirements; reviewing plans and permits for compliance with County Ordinances; providing information to the public on Ordinance requirements; assisting in preparation of reports and graphics; inspecting properties for compliance with approved plans; preparing forms and brochures; researching Department and other County records for history of parcel development.

Minimum requirements include at least six years of relevant experience; or an Associate's Degree and four years of experience in Planning or a related field; or a Bachelor's Degree and two years of experience in Planning or a related field. Successful applicant will possess a basic understanding of the land development process; the ability to research and organize facts and present them in a simple and clear form; the ability to communicate clearly in writing and orally; and the ability to establish and maintain effective working relationships with associates. Experience working within the land development process highly desirable.

Starting salary is \$42,482, with salary commensurate with qualifications and experience.

Interested applicants must submit an online Fauquier County classified application, available on the County's website at: <https://eportal.fauquiercounty.gov/mss/employmentopportunities/default.aspx>. Position is open until filled. For assistance with the online application call the Human Resources Department at 540-422-8300. Please direct specific position-related questions to Amy Rogers, Chief of Zoning and Development Services at 540-422-8200 or email amy.rogers@fauquiercounty.gov.

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