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**Planner**

**Salary Band 4**

FLSA: Exempt

assigned

Staff Supervisory Responsibility: No

Reports to: Director of Community Development or full-Time staff as

**We Value**

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

**This position can be filled to accommodate needs in environmental management, zoning, or both. It is part of a career ladder with advancement potential to either Environmental Manager, or Zoning and Subdivision Administrator.**

General Service Areas/Conditions: Primarily indoor office environment with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

**Performs with excellence, the following tasks, including but not limited to:**

- Provides professional and technical assistance to the Community Development Director, Administrator, other senior staff, Board, and Planning Commission;
- Prepares and makes presentations to appropriate boards and commissions on matters requiring action;
- Gathers, interprets and prepares data for planning studies and reports;
- Assists with revisions to applicable County Ordinances and Comprehensive Plan;
- Works with affected individuals and agencies on the development of commercial/industrial sites, residential developments, and infrastructure improvements;
- Reviews plans and processes applications for various land use and development proposals;
- Approves subdivision plats and site plans within assigned areas;
- Makes necessary field inspections applicable to planning and development projects;
- Coordinates with other County, Regional or State offices, agencies or officials involved in or affected by planning and development activities of the County;
- Responsible for the care, maintenance and cleanliness of any assigned vehicle;
- Maintains and insures the accuracy and security of records.

**Qualifications:**

- Bachelor's degree in engineering, planning or related field. Desired: Master's degree in related field.
- One year of related experience.
- Must have or obtain State certifications according to the needs of the department. These may include E&S/Stormwater Inspector, Plan Reviewer, or Combined Administrator, Certified Floodplain Manager, Certified Zoning Officer/Administrator, and Certified Planning Commissioner's Program.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

**Core Skill Sets:**

- Ability to maintain effective working relationships in order to explain policies and obtain cooperation.

- Thorough knowledge of the State statutes and County ordinances governing land development and related codes;
- Thorough knowledge of basic planning/engineering principles and practices;
- Ability to read and comprehend site plans, topography maps, plats, zoning and real estate maps, aerial photographs, and use engineering scales;
- Ability to effectively communicate both orally and in writing;
- Ability to stand for extended period and maneuver over varied terrains;
- Ability to enforce ordinances and regulations with poise, in a firm, tactful, and impartial manner;
- Thorough understanding and ability to utilize the County's adopted software platform.