

PLANNER

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

The position is responsible for performing professional work in zoning review, comprehensive planning, and code enforcement. Work is performed under general supervision of the Director of Planning and Community Development. The salary range is \$42,152 – \$69,464 with a generous benefits package.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The planner would assist with implementation of zoning and environmental protection ordinances; review of site plans and permit applications; investigation of complaints related to community nuisances; and preparation and presentation of applications to the County boards. Some outdoor fieldwork is required.

The following list of duties are examples of activities which shall be performed. Additional related duties may be assigned as necessary by the Planning Director.

- Provide information to the general public regarding permitting and enforcement of zoning, subdivision, environmental protection, community nuisances, and other land use issues.
- Review and process zoning permits and other applications, including review of site plans.
- Perform field inspections to evaluate proposed projects, to investigate complaints, and to verify conformity to environmental protection regulations including erosion control measures.
- Coordinate with other County staff, State, and Federal officials as appropriate.
- Prepare reports for various County board cases including rezoning, special exception, wetlands, and variance applications, as well as present these applications at public meetings.
- Occasionally attend meetings, training seminars, and conferences (some of which may be held after normal working hours or involve travel).

KNOWLEDGE, SKILLS, AND ABILITIES:

The following is a list of qualifications that a successful candidate will possess.

- Ability to read and interpret codes. Ability to read and interpret site plans and plats.
- Ability to apply codes and regulations, both when reviewing plans and when conducting on-site field inspections.
- Basic knowledge of County and State regulations and general theories relative to enforcement of codes, land use law, planning policy, and abatement of nuisances.
- Ability to establish and maintain effective working relationships with the general public, other government entities, County boards, and County staff.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to work on several projects concurrently and cope with interruptions.
- Possession of Virginia's Erosion & Sediment Control and Stormwater Management certifications, or the ability to secure these licenses and other necessary professional certifications in a timely manner.
- Experience operating general office equipment and typical computer software programs, including Microsoft Office, Internet applications, and GIS software.
- Ability to operate motor vehicles, as well as possession of a good driving record and a driver's license valid in Virginia.

EDUCATION AND EXPERIENCE:

Consideration will be given to any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and some experience in professional planning.

PHYSICAL REQUIREMENTS:

The position is subject to both inside and outside environmental conditions, including occasional extreme cold or heat, steep terrain, and atmospheric conditions. Work involves a moderate amount of physical activity, visual acuity, and fine motor skills.

Westmoreland County is an AA/EEO/ADA compliant Employer.

HOW TO APPLY:

Submit a cover letter, résumé, and three professional references to Beth McDowell, Planning Director, to the email or address given below.

The position will remain open until filled.

Beth McDowell
Land Use Administration
P.O. Box 1000
Montross, VA 22520
bmcowell@westmoreland-county.org
804-493-0120