



Employee Recruitment

INTEGRITY. VALUE-ADDED CUSTOMER SERVICE. TEAMWORK.

DINWIDDIE
EST. 1752 *County* VIRGINIA

- www.dinwiddieva.us -

Quick Facts

TOP EMPLOYERS

Amazon, ALDI, Wal-Mart, Central State Hospital, Gerdau, Tindall Concrete Products, Wagman, Inc., and Richard Bland College

EDUCATION

Dinwiddie County Public Schools are all fully accredited and provides K-12 education in five elementary schools, one middle school, one high school, and one technical center. Current enrollment is 4,400 students.

TOWN OF MCKENNEY

Dinwiddie County, VA has one incorporated town (McKenney).

TRANSPORTATION NETWORK

Quick interstate access

I-85: 0.0 miles / I-95: 0.2 miles / I-295: 2.5 miles / I-195: 20.8 miles / I-64: 21.5 miles

LOCAL CIVIC ORGANIZATIONS

Dinwiddie Chamber of Commerce, Kiwanis Club of Dinwiddie, Ruritan Clubs, FFA Alumni, Boy Scouts, Girl Scouts, Lions Club, Historical Society, American Legion, Extension & 4-H, Veterans of Foreign Wars, Dixie Softball/Baseball, and more!!!

DISCOVER DINWIDDIE ~ DEFINE YOUR EXPERIENCE!!!

Appomattox River & Lake Chesdin
Cockade Stables
Dinwiddie County Sports Complex
Lucky Lake Gem & Mineral Mine of Virginia
Pamplin Historical Park
Petersburg National Battlefield
Richlands Dairy & Creamery
Virginia Motorsports Park
Virginia Skydiving Center

FOR ADDITIONAL INFORMATION

Dinwiddie County Human Resources
P.O. Drawer 70 14010 Boydton Plank Rd.
Dinwiddie, VA 23841
Ph: 804-469-4500

APPLY ON-LINE

www.dinwiddieva.us

27,947

COUNTY
POPULATION

www.census.gov

42.4

MEDIAN AGE

507

COUNTY
SQUARE MILES

4.1%

UNEMPLOYMENT
RATE - AUG 2021

\$60,346

MEDIAN
HOUSEHOLD
INCOME

89.1

COST OF
LIVING INDEX

\$4.75

PERSONAL
PROPERTY TAX

\$0.79

REAL ESTATE TAX

General Description

The purpose of this job is to oversee zoning ordinance administration and enforcement, oversee and supervise code compliance, conduct analysis and GIS mapping services, review plans and related work as apparent or assigned. Work is performed under the general direction of the Director of Planning. Supervision is exercised over assigned personnel. This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Interprets the County's zoning ordinance and responds to related inquiries; enforces the zoning ordinance and related County code sections.
- Maintains official zoning maps; conducts geographic information system analysis and provides mapping services; interprets tax map zoning.
- Oversees street naming, numbering and street sign maintenance.
- Conducts commercial site plan review.
- Reviews applications for and processes zoning permits, building permits, other special permits and business licenses.
- Serves as flood plain manager/administrator administering the County's flood protection ordinance.
- Assists in the development of ordinance amendment proposals; participates in comprehensive plan updates and amendments; develops and implements community/corridor plans.
- Assists in the recruitment and selection of department personnel; develops staff schedules; assigns and directs the work of assigned staff; disciplines staff in accordance with County policy and procedures; evaluates the performance of assigned personnel; validates employee time sheets.
- Assists developers, officials and the general public with resolving planning issues.
- Provides staff assistance to the Board of Zoning Appeals and to the Board of Supervisors and Planning Commission.
- Attends various local, state, development and public meetings.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in regional planning, public administration or related field, supplemented by four (4) years of progressively responsible experience professional planning; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Prefer Master's degree in regional planning.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

APPLY ON-LINE
www.dinwiddieva.us

DINWIDDIE COUNTY: *A great place to work...*
FY 2021 - BENEFITS AT A GLANCE

The mission of Dinwiddie County Government is to build our community through a commitment to excellence in public service.

Payroll is issued once a month - on the last working day of the month.

Electronic Deposit is a condition of employment for all Dinwiddie County employees.

Vacation Leave

Years of Service	Hours Earned Per Month	Hours Earned Per Year
0-5 years inclusive	8 hours	96 hours
6-10 years inclusive	10 hours	120 hours
11-15 years inclusive	12 hours	144 hours
16 years or more	14 hours	168 hours

Sick Leave

Employees earn 8 hours per month - unlimited accumulations

Paid Holidays

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Day After Thanksgiving Day
Independence Day	Christmas Day

Tuition Reimbursement Plan

Provide eligible employees with the opportunity to obtain, maintain, or improve job-related capabilities through participation in courses of study at accredited colleges and organizations specializing in job and career-related education and training.

Retirement—Virginia Retirement System (VRS)

****All employees are required to pay employee contributions in the amount of 5% of their creditable compensation each month on a pre-tax salary reduction basis.*

PLAN 1: Employees whose membership date is prior to July 1, 2010 and were vested as of January 1, 2013.

PLAN 2: Employees whose membership date is from July 1, 2010 to December 31, 2013 or membership date prior to July 1, 2010 but were not vested as of January 1, 2013.

HYBRID PLAN: Employees whose membership date is January 1, 2014 or later.

Group Life Insurance—Virginia Retirement System (VRS)

- County pays 100%
- Amounts equals two times your annual salary (rounded up to the next \$1,000.00)

Voluntary Payroll Deductions

- Minnesota Optional Life Insurance
- Davis Vision
- Deferred Compensation (VALIC & Nationwide)
- Supplemental Insurance Services (Aflac & Colonial Life)

Discounted Services & Incentives

- Free Access to Fitness Rooms located in various facilities
- Verizon Wireless
- Sam's Club

Membership Eligibility

- Virginia Credit Union
- Fort Lee Federal Credit Union



2021-22 Health and Dental Insurance Rates

	Key Advantage 1000	HDHP (No Out of Network Coverage)
Employee's Monthly Payment	with Comprehensive Dental	with Comprehensive Dental
Employee	\$113	\$17
Employee/Dependent	\$349	\$171
Employee/Family	\$509	\$250
County's Monthly Payment		
Employee	\$516	\$516
Employee/Dependent	\$815	\$815
Employee/Family	\$1,189	\$1,189
	Key Advantage 1000	HDHP (No Out of Network Coverage)
Employee's Monthly Payment	with Preventive Dental	with Preventive Dental
Employee	\$96	\$0
Employee/Dependent	\$317	\$140
Employee/Family	\$463	\$204
County's Monthly Payment		
Employee	\$516	\$516
Employee/Dependent	\$815	\$815
Employee/Family	\$1,189	\$1,189

Anthem's Employee Assistance Program (EAP)

All health plans offered to our employees and their dependents have employee assistance programs. Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. In general, care must be authorized in advance. For more information, contact:

Anthem EAP

1-855-223-9277

www.AnthemEAP.com

Login: Commonwealth of Virginia then select The Local Choice

Dinwiddie County values its employees and offers a comprehensive benefits package that represents a significant component of the employees' total compensation package. More detailed information, including specific eligibility requirements, is provided in the Employee Handbook, which is available by calling Human Resources at (804) 469-4500 or by e-mail hr@dinwiddieva.us

Apply on-line at www.dinwiddieva.us

