



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF PLANNING AND ZONING**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Planning Secretary</b>
<b>Position Class:</b>	Clerical
<b>Pay Grade:</b>	N9
<b>Exempt Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$30,467 - \$48,747

**GENERAL DESCRIPTION:**

Under the supervision of the Director of Community Development, the Planning Secretary is responsible for performing diverse administrative assistance and general office support services for the Community Development Office. Researches and responds to both routine and unique matters regarding a wide variety of planning, zoning, and sediment/erosion control matters. Position requires a high degree of accuracy involving considerable independent judgment and extensive knowledge of community development operations. The individual is exposed to confidential matters and sensitive issues, requiring discretion on the part of the employee. Performs related work as required.

The employee must exercise independent judgment, initiative, attention to detail and provide excellent customer service. This position is a full time (minimum 35 hours per week) salaried position. The position reports to and serves under the direction of the Director of Community Development.

**ESSENTIAL FUNCTIONS:**

- Prepares notices and materials in advance of periodic Zoning Board of Appeals and Planning Commission meetings; prepares materials and correspondence for review by Planner; incorporates changes as necessary.
- Assists citizens, representatives for various professional organizations, and other interested parties regarding planning/zoning related matters; provides positive first impression for visitors to the department.

- Receives telephone inquiries in a courteous manner, research matters, and responds to inquires as appropriate; refers inquires to Planner, Building Official or other County Staff as necessary.
- Prepares correspondence, maintains planning and zoning files, and performs other secretarial duties for the department staff; coordinates meetings between County staff and customers.
- Performs other duties and special projects as requested to facilitate efficient operations of the department.
- Prepares and distributes agendas and meeting packets for the Planning Commission and the Board of Zoning Appeals.
- Serve as recording secretary for Planning Commission meetings.
- Prepare meeting room; copy Agenda and draft minutes from previous Planning Commission/Board of Zoning Appeals meeting for public. Set out name plates and copies of any additional information or items of business to commission meeting.
- Maintain Planning Commission/Board of Zoning Appeals/ Agendas & Minutes and distribute or publish as necessary.
- Enter required information into the County's software system. Send follow-up copies of minutes to applicants.
- Track attendance at Planning Commission and Board of Zoning Appeals meetings and submit to Accounts Payable for payments to members.
- Provides back-up support to Building and Utilities Departments as needed. May provide back-up to the Deputy Clerk for Board of Supervisors Meetings as necessary.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Capable of attending evening meetings.
- Thorough knowledge of technology; standard office practices, procedures and equipment, Microsoft Word and Outlook; typing, business English, spelling. Excellent writing skills a must.
- Familiarity of local government organization and functions. Familiar with Robert's Rules of Order
- Demonstrated ability to work under deadlines, multi-task, maintain detailed records; perform independently; manage time; communicate effectively, both orally and in writing.
- Establish and maintain effective relationships with the County staff, citizen board members, and the general public; to deal with the public courteously and tactfully in all circumstances; and to use discretion.
- Ability to conduct research and write accurate reports.
- Ability to be flexible.
- Attention to detail.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

A minimum of five (5) years of relevant experience providing an extensive range of professionally responsible administrative and professional support. Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems. Knowledge and level of competency commonly associated with completion of skills typically associated with an associates or baccalaureate degree.

**OTHER POSTION REQUIREMENTS:**

- Must possess and maintain Virginia Driver’s License
- Must be able to pass a Criminal Records Check and Drug Screening Test

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*