



ISLE OF WIGHT COUNTY
invites applications for the position of:

Planner 1

SALARY:	\$49,419.00 - \$64,950.00 Annually
OPENING DATE:	07/12/22
CLOSING DATE:	Continuous
DESCRIPTION:	

****Position will not start until September 1, 2022****

The Planner I handles subdivision plats and associated plans, site plans, sign review, and provides back-up to the Central Permitting staff, and helps citizens with all planning zoning inquiries and processes. Additionally, the employee processes applications and acts as staff to the Agricultural Forestal Advisory Council.

EXAMPLES OF DUTIES:

- Provides the planning and zoning technicians oversight and guidance, as needed, along with back-up for permitting and single family residential site plan review;
- Provides customer service regarding various County codes, ordinances, and specific information regarding the zoning, subdivision, wetlands, A/F and Chesapeake Bay preservation area ordinances;
- Processes subdivision plans and plats for approval and provides reports and presentations to the Planning Commission (PC) and Board of Supervisors (BS);
- Processes applications, prepares agenda and acts as staff to the Agricultural Forestal Advisory Council;
- Processes rezoning applications and provides reports and presentations to the Planning Commission (PC) and Board of Supervisors (BS);
- Processes conditional and special use permit applications and provides reports and presentations to the Planning Commission (PC) and Board of Supervisors (BS).
- Accepts, receives, and/or collects payments;
- Performs other related duties as assigned.
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

PHYSICAL DEMANDS

The work is sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, balancing, hearing, mental acuity, pulling, standing, speaking, and visual acuity.

REQUIRED QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's Degree in Urban Planning, Public Administration, or related field.

SUPPLEMENTAL INFORMATION:

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Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to

report at a different time and location and to perform different duties from their regular jobs.
Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

Position #1
PLANNER 1
CV

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