

Mathews County, Virginia

Position Description

Job title	Planner
Reports to	Director of Planning and Zoning
Department	Planning & Zoning
PG	20

Job Purpose

Performs professional level work in the field of current and long-range planning; manages and coordinates geographic information systems for the county; performs complex administrative and technical mapping work for a variety of county projects.

Performs a variety of routine and complex administrative, technical and professional work in long-range planning and implementation of wetlands programs as well as diverse activities related to the development and preservation of the marine resources of the county.

Duties and Responsibilities

Performs technical duties requiring an awareness of all aspects of the operations of the Department of Planning and Zoning, the Planning Commission, and the Board of Zoning Appeals; performs professional technical work in the development, implementation, maintenance, management and operation of a computerized geographic information system (GIS).

Provides direction in the development of short and long range GIS plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Reviews for approval permit applications for zoning permits, business clearances and Chesapeake Bay Preservation Area approvals including calculation of Bay area and resultant mitigation area; verifies applications for accuracy and completeness; assists the general public in completion of applications.

Advises applicants on regulations and procedures involving zoning and subdivision text amendments, rezoning, conditional use permit, variance and appeal requests. Prepares staff analysis with recommendation and conditions, if applicable, and presents staff position at public hearings and Planning Commission meetings.

Researches and responds to inquiries from local, state and federal agencies, developers, surveyors, realtors, lawyers, officials in other localities, and the general public regarding current land uses, future land use or areas and status reports of current zoning cases; researches previously issued permits as requested.

Provides information on subdivision process and procedures; reviews for approval subdivision plats and surveys for compliance with county ordinances, regulations, policies, and design criteria.

Maintains zoning maps with updates as necessary.

Prepares a variety of studies, reports and related information for decision-making purposes.

Researches and interprets land records from multiple sources to determine and/or verify property lines, easements, and owners; researches deeds and wills; researches past land books and cards for property disposition.

Performs GIS computer system administration including, access control, database backup and recovery, integration and maintenance of computer equipment and peripheral devices.

Performs automated mapping functions including conversion of paper maps to a digital form; provides graphics and mapping products to other county departments, Boards and Commission; prepares automated mapping products; develops procedures for improving automated mapping with attribute data and distribution of map products.

Uses coordinate systems to position and process geographic information; reads and interprets maps; operates graphics display and reproduction equipment.

Provides geographic information and map products to requesting agencies, the general public, and in support of countywide land information system.

Reviews project specifications and confers with outside agencies and other staff concerning assistance required such as plan preparation, design changes, and reports.

Drafts and plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to buildings, retaining walls, tunnels, overhead power lines, and other structures.

Analyzes data, source maps and photographs, computer or automated mapping products, and makes recommendations.

Provides problem determination of terminals, printers and cabling; communicates with vendors to resolve problems, as needed.

Provides input on programming techniques and departmental issues.

Oversees creation and maintenance of database files; prepares reports, and tracks statistical information.

Peripheral Duties:

Assists the Director of Planning and Zoning Department in the overall operation of the Department, to administer the Erosion and Sediment Control Ordinance.

Provides technical assistance related to the Chesapeake Bay Act, Erosion and Sediment Control Ordinance, and law.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.

Serves as a member of various committees as assigned by the Director of Planning and Zoning.

Attends professional development workshops and conferences to keep abreast of trends and developments in the fields of planning, geographic information systems and erosion and sediment control.

Performs field work and site inspections for a variety of county projects. Coordinates with contractors, funding agencies, consultants, and property owners as necessary.

Assists with scheduling and monitoring of new and existing permits.

Assists with Erosion and Sediment Control Inspections.

Performs field inspections for compliance with Mathews County Zoning Ordinance.

Performs other duties as assigned.

Qualifications

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in planning, public administration, geography, architecture, engineering, environmental science, conservation biology or a related field, and
- B. Two (2) years' experience in municipal planning and/or zoning or environmental-related position; considerable knowledge of personal computing and computer-aided design and drafting, including geographic information system (GIS) software;
- C. Any equivalent combination of education and experience which provides the requisite knowledge, skills and ability to perform in this position.

- D. Certification as an Erosion and Sediment Control Inspector within 18 months of hire date.
- E. Must be certified as a Certified Zoning Official by the Virginia Association of Zoning Officials within one (1) year of the date of hire.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of local government planning, zoning and related land use laws, wetlands zoning ordinances and other marine-related laws and codes.
- B. Ability to prepare, organize and maintain data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits;
- C. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.
- D. Ability to participate as a team member in assigned work.
- E. Excellent customer service skills, including the ability to listen to and understand customer needs and courteously and completely respond to those needs
- F. Ability to effectively communicate verbally and in writing; to explain planning drawings, maps, legal descriptions, processes and ordinances.
- G. Ability to multi-task and perform in a fast paced, stressful environment.
- H. Working knowledge of personal computers and electronic data processing. Working knowledge of modern office practices and procedures.
- I. Skill in the operation of the listed tools and equipment.
- J. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

Special Requirements:

Data conception - Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal communication – Requires the ability of speaking to people to convey or exchange information, includes receiving instructions, assignments and/or directions from supervisors.

Language ability - Requires the ability to read manuals, codes, ordinances, maps, correspondence, files, plats, etc. Requires the ability to prepare correspondence, records, reports, forms, tables, charts, etc., using proper format and conforming to all rules of punctuation, style and grammar. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence - Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information on order to make judgments and decisions; to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form. Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; and to interpret a variety of technical instructions.

Verbal aptitude - Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Is able to communicate effectively and efficiently in various technical and professional languages, including legal, land use, governmental and computer terminology.

Interpersonal temperament - ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress and when confronted with persons acting under stress.

Must possess a valid Virginia driver's license or have the ability to obtain one prior to employment.

Must be certified as a Certified Zoning Official by the Virginia Association of Zoning Officials within one (1) year of the date of hire.

Working Conditions

Tools and Equipment Used:

Personal computer in a Windows networking environment, including word processing; motor vehicle; calculator; phone; copy, fax and postage machines; various graphic design tools.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various wetland and/or land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.

Approved by:	
Date approved:	
Reviewed:	