



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Planning & Zoning Technician

SALARY: \$46,108.00 - \$71,467.00 Annually

OPENING DATE: 07/14/22

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County is currently accepting applications from qualified candidates for the position of Planning & Zoning Technician. This position is responsible for providing technical support to the Planning and Zoning Division, intaking and processing applications, plats and proposals, researching legal documents and files, assisting the public with zoning and subdivision matters, preparing and maintaining records and files, receiving, screening and processing telephone calls, assisting the public, scheduling appointments, typing, word processing and data processing duties and preparing reports.

For a complete job description, please click [here](#).

QUALIFICATION REQUIREMENTS:

Thorough knowledge of community development activities and their relation to urban planning; thorough knowledge of recent literature and documents regarding community development principals; thorough knowledge of zoning and code enforcement practices; ability to prepare budgets and provide fiscal analysis of proposals, ability to read and interpret government codes, blueprints, site plans and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish and maintain effective working relationships with County, State and Federal officials, contractors, architects, land developers, associates and the general public. This position requires applicant to attend public meetings, assist other planning staff at meetings when required (some of which are held after normal working hours).

SPECIAL REQUIREMENTS:

Associate's/Technical degree with coursework in planning, public policy, engineering or a related field and considerable experience in urban planning, community development, local, State or Federal government activities, or equivalent combination of education and experience. A Bachelor's degree is preferred.

Requires the possession of an appropriate driver's license valid in the Commonwealth of Virginia.

ADDITIONAL INFORMATION:

To apply online visit the Prince George County website [here](http://www.princegeorgecountyva.gov) (www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #PZT072022
PLANNING & ZONING TECHNICIAN
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Planning & Zoning Technician Supplemental Questionnaire

- * 1. Do you have experience working in a Planning or Zoning department in a locality in the state of Virginia?
 - Yes
 - No
- 2. If you answered "Yes" to Question #1, please explain your experience and what locality you worked in.

- * 3. Do you have college credits in the field of Planning, Public Policy or Engineering?
 - Yes
 - No
- * 4. Select the number of years of experience you possess in online mapping.
 - None
 - 1-2 years
 - 3-4 years
 - 5 or more years
- * 5. Do you have a bachelor's degree or higher directly related to Urban Planning?
 - Yes
 - No
- 6. Please list any specialized software programs that you are proficient in using.

- * Required Question