



Prince George County, Virginia Planner I

SALARY	\$60,438.00 - \$96,701.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	PI082023
DEPARTMENT	Planning and Zoning	OPENING DATE	08/02/2023
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Assisting with the development of current and long-range community planning and development and/or other planning activities; assisting with the daily operations of the Planning Division, assisting and providing information to the public; serving as staff support to various boards and commissions; preparing and maintaining various planning maps, files, graphics and records. (The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) Assists public with planning issues related to re-zonings, subdivision of land, ordinances and land use issues; Prepares demographic and socioeconomic studies; conducts research studies related to statistical data; Reviews applications for re-zonings and special exceptions; prepares staff reports for public hearings; Prepares or assists in the preparation of Planning Commission, Board of Supervisors and Board of Zoning Appeals materials such as memoranda, visual presentations, written and oral reports, resolutions and meeting minutes; Assists in the review of various land use and development proposals to ensure compliance with the Zoning and Subdivision Ordinances, and the Comprehensive Plan; Performs zoning permit reviews to ensure compliance with local land use ordinances; Reviews reports from surveyors, engineers, attorneys, consultants, public utility companies and developers; Performs general administrative tasks such as responding to citizen inquiries and questions, preparing documents and correspondence; Inspects sites for compliance with zoning conditions and approved plans; Assists in citizen participation activities related to ordinance amendments and comprehensive plan updates; Reviews site and development plans and prepares comments for applicants; Utilizes GIS mapping products and software; Attends meetings, work sessions, seminars, and conferences (some of which are held after normal working hours); Maintains departmental files and equipment; maintains database of development activity; Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment; Performs related tasks as required.

Qualification Requirements

Thorough knowledge of the principles, laws and practices of planning and urban development; general knowledge of economics, sociology and municipal finance as applied to planning; general knowledge of current literature and recent developments in the field of planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to read and interpret site plans, conceptual plans, subdivision plans and plats; ability to prepare and present technical information clearly and in an interesting, professional manner to lay groups and the public; ability to exercise independent judgment and initiative in applying standards to a variety of work situations; ability to

exercise considerable tact and courtesy in frequent contact with the public; ability to establish and maintain effective working relationships with professional colleagues, associates and the general public.

Special Requirements

Possession of a Bachelor's degree in planning or a closely related field or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field. A minimum of two years of experience in professional planning, zoning, or community development. Must possess a valid Virginia driver's license.

Additional Information

Completion of Certified Planning Commissioners' Program within 24 months of employment.

Agency

Prince George County, Virginia

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

Planner I Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's or Master's Degree in Planning or a related field?

- ☐ Yes
☐ No

*QUESTION 2

Do you have at least 2 years of professional planning work experience?

- ☐ Yes
☐ No

*QUESTION 3

Do you have any experience working for local government? If yes, how many years?

* Required Question