



CLASSIFICATION	11
RANGE	\$48,897- \$73,346
FLSA	EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

## Planner II

### Job Summary: (General summary/objective)

This position requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities. The Planner II is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning. Although senior planners and supervisors closely review the work of the Planner II, planners at this level typically work under general supervision.

### Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the Board of Supervisors and the County Government Organization.
- Leads or assists in the development, amendment and/or update of studies, projects, analyses, plans, ordinances, and recommendations concerning land use, comprehensive and strategic planning and zoning.
- Researches and tracks relevant grant or funding opportunities for planning-related activities and projects.
- Prepares reports and supporting graphic display materials descriptive of research and recommendations.
- Presents assigned projects and reports as requested.
- Tracks residential and commercial development patterns.
- Answers questions about general planning and zoning inquiries, including community facilities, public improvements, historic, natural, cultural and related resources as shown in the Comprehensive Plan.
- Develops and maintains applicable planning databases and/or shapefiles.
- Provides technical support and guidance to the County Planning Commission and Board of Supervisors.
- Works with County residents and coordinates with organizations to increase awareness of and education on land use practices consistent with the Comprehensive Plan and the county's strategic priorities.
- May serve as staff liaison for regional and/or cross departmental committees and initiatives.
- May represent County on regional and special committees / studies, and, citizen / work groups.
- May serve in a voting capacity on internal, regional, and other committees and initiatives.
- Responds to inquiries on planning and zoning matters, such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, land conservation and protection.
- Assists in reviewing and processing of rezoning, special use, subdivision, site plan, and other permit applications for adherence to County plans and ordinances; prepares applicable staff comments and recommendations.
- Reviews development plans and assists applicants, engineers, and developers regarding compliance with County ordinances and plans. Prepares County comments for transmittal to architects, engineers, developers, landowners.
- Drafts codes and ordinances for consideration by the Planning Commission and the Board of Supervisors.

- Attends public hearings, meetings, and work sessions as required. Some meetings/events are held in the evening hours, after 5 p.m. Typically, at least two evening meetings a month.
- Attends seminars and conferences to remain current in the field of professional planning, including those applicable to land conservation and protection tools and programs.

**Additional Job Opportunities:**

- If appointed as the County's Floodplain Administrator, reviews technical studies and development plans to assure compliance with floodplain regulations for the purpose of preventing loss of life and property and to assure the continued ability of the County's participation in the National Flood Insurance Programs.
- If appointed as Deputy Zoning Administrator, performs the duties of the Zoning Administrator in their absence.
- If appointed as the County's Deputy Subdivision Agent, reviews, approves and signs minor subdivision plat of 5 lots or less, boundary line adjustments and family subdivisions and performs duties of Subdivision Agent in their absence.
- Performs other related duties as assigned.

**Job Requirements:**

- A four (4) year Bachelor's degree from an accredited college or university in Urban, Environmental and/or Regional planning or a closely related field; Master's degree preferred.
- Three years of professional planning work experience required; county, municipal or regional government strongly preferred.
- AICP certification is preferred; alternatively the incumbent must achieve AICP certification within 12 months of eligibility to sit for the exam.
- If AICP certified, at least one of the following credentials; if not AICP certified, at least two of the following credentials within 12 months of employment: Virginia Association of Zoning Officials CZO or CZA certification; successful attendance in the Certified Planning Commissioner's Program or the Certified BZA Program, or the equivalent; ASFPM Certified Floodplain Manager.
- Knowledge of GIS, economics, political science, sociology, and municipal finance as applied to professional planning preferred.
- Ability to systematically compile and analyze technical and diverse statistical information and prepare reports, plans, ordinances, and other planning documents
- Ability to prepare and present technical information clearly to lay groups and the public.
- Equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities to perform job duties may be considered.
- Knowledge of the principals and practices of professional planning, effective ordinance interpretation and implementation.
- Knowledge of requirements for land use development, engineering practices, and applicable procedures.
- Ability to effectively read and interpret site plans, conceptual plans, and subdivision plats.
- Ability to establish and maintain effective working relationships with professional colleagues, employees, agencies, general public, and work as a team member
- Must have excellent written and oral communication skills.
- Valid Virginia driver's license with good driving record.

**Physical Demands/Special Work Environment:**

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- The person in this position sometimes is required to traverse across uneven grounds; construction sites, small spaces; and wet, snow or ice covered surfaces.

- Occasionally ascends/descends ladders access work areas and/or conduct inspections.
- Occasionally positions one's self low to ground or on ground to observe work and make inspections.
- Occasionally works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- Requires accurate use and precise perception and judgement for: safe use of measuring devices; operation of equipment; operation of motor vehicles; inspecting work means, methods and product; and the general observation of surroundings and activities for the safety of individuals, staff and the general public.
- Exerting up to 20 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.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Worker must able to remain in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with design professionals, owners, developers, consultants, co-workers, officials and members of the general public to support, promote, and achieve County goals and objectives.
- Must be able to exchange accurate information in these situations.

**Reports to:** Director/Zoning Administrator

**Supervisory Responsibility:** None

Botetourt County provides equal employment opportunities to all employees and applicants for employment.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date