



CLASSIFICATION	10
RANGE	\$44,052 - \$66,078
FLSA	EXEMPT

Planner I

Job Summary: (General summary/objective)

This position is the entry-level position within professional planning. New hires have an educational background in planning or a closely related field. This position is expected to learn and perform professional planning assignments, while developing substantial knowledge of the requirements and procedures of the Planning & Zoning division of Community Development.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Leads or assists in the development, amendment and/or update of studies, projects, analyses, plans, ordinances, and recommendations related to 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 planning databases and/or shapefiles;
- Collaborates with other staff to provide technical support and guidance to the County Planning Commission.
- 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;
- Responds to inquiries planning and zoning matters including but not limited to questions about the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and land conservation and protection.
- Assists in the review 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. Drafts County comments for transmittal to architects, engineers, developers, landowners.
- 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.
- Performs other related duties as assigned.

Additional Opportunities:

- 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 on internal, local, regional, and other committees and work groups.

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.
- One (1) year of professional planning work experience in municipal or county government strongly preferred; 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.
- Ability to creatively problem solve and seek examples/lessons learned from relevant sources.
- Ability to effectively read and interpret maps, site plans, conceptual plans, and subdivision plats.
- Ability to establish and maintain effective working relationships with professional colleagues, employees, agencies, the general public, and to work as a an effective team member.
- Must have excellent written and oral communication skills.
- Valid Virginia driver's license with good driving record.
- Knowledge of requirements for land use development, engineering practices, and applicable procedures.
- At least one of the following: Virginia Association of Zoning Officials CZO or CZA certification; successful attendance in the Certified Planning Commissioner's Program; successful attendance Certified BZA Program, or the equivalent, or the ability to obtain one such certification within 12 months of employment.
- GIS experience preferred.

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.

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.

Employee Signature

Date

Supervisor Signature

Date