PLANNER I

GENERAL DEFINITION OF WORK
Performs responsible paraprofessional work assisting in a variety of planning and zoning activities including managing and reviewing legislative and administrative applications; providing technical assistance to staff members, boards/commissions and the public; identifying current and long range planning needs; preparing/presenting long/short range planning studies and reports; reviewing development applications and conducting research activities; does related work as required. Work is performed under the regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Developing or assisting with the development of current, long-range and/or other planning activities; assisting with zoning land use, zoning and codes violations; 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.

KNOWLEDGE, SKILLS AND ABILITIES:
General knowledge of the principles and practices of urban planning; general knowledge of economics, sociology and municipal finance as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public; ability to establish and maintain effective working relationships with professional colleagues, associates, representatives of other public agencies and the general public.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field.

PHYSICAL REQUIREMENTS:
This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

SPECIAL REQUIREMENTS:
Possession of an appropriate driver’s license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

JUNE 2016
FAUQUIER COUNTY, VIRGINIA