

PRINCIPAL PLANNER

GRADE 37

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs complex responsible professional work related to planning, zoning and community development; assisting with the development and enforcement of the County's Comprehensive Plan and implementing ordinances; 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; managing and reviewing complex development applications; does related work as required. Work is performed under limited supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing case management for complex land development and applications; preparing reports and analyses related to land use and zoning issues; overseeing and preparing Comprehensive Plan updates and implementing ordinances.

(These 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.)

- Oversees and prepares updates/revisions to the Comprehensive Plan; presents revisions and completes final drafts.
- Coordinates review of land development applications among County and outside agencies;
- Reviews applications for conformance with zoning ordinance, subdivision and comprehensive plan, and other County policies and regulations.
- Prepares reports and recommendations for land development applications; presents to various County committees and boards that are decision making or reviewing bodies.
- Provides technical assistance and information to citizens, property owners, land developers, design professionals, associates, boards/commissions and other governmental agencies regarding Subdivision/Zoning Ordinance, Comprehensive Plan, land development review process, County regulations and related issues.
- Provides guidance to applicants, citizen committees, public agencies or others in understanding impact of issues; raises issues to ensure applicants and public agencies are aware of impact on the overall community and various community services.
- Attends, coordinates, participates in and makes presentations at various committee and board meetings.
- Conducts research and special projects; prepares/presents statistical/technical reports; prepares planning and related studies; maintains various planning maps, files, graphics and records.
- Trains and assists subordinate personnel in more complex issues related to various planning functions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles, practices and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning and community renewal activities; comprehensive knowledge of the various ordinances, codes and regulations pertaining to planning, zoning and community development; thorough knowledge of research methodology and of standard statistical procedures; ability to plan, organize and carry out difficult research projects effectively; ability to present the results of research effectively, in oral, written and graphic form; ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, representatives of other agencies and members of the general public.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Planning or closely related field and 8 years of progressively responsible relevant experience. OR Master's Degree in Planning or closely related field and 6 years of progressively responsible relevant experience. Unique or specialized training, education or experience may be substituted for the requirements outlined herein, assuming the needs of the position warrant such specialization.

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 standing, walking, pulling, fingering, 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 preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental 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.