

ASSISTANT CHIEF OF PLANNING

GRADE 39

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional and administrative work assisting in the development of comprehensive plans; preparing policies; reviewing land use applications; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting in overseeing and coordinating planning operations; undertaking comprehensive planning activities including preparing plan documents and conducting community participation; providing case management, evaluation, analysis and processing of complex land use applications; rendering advice, technical assistance and guidance to customers and associates; preparing and maintaining files and records; preparing reports.

(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.)

- Undertakes comprehensive planning activities related to maintaining and updating the Comprehensive Plan and its implementation.
- Provides case management, evaluation, analysis and processing of complex land use applications for Comprehensive Plan Amendments, Rezoning and Special Exceptions; analyzes proffers, fiscal impact analysis, traffic impact analysis and environmental impacts; mediates conflicts.
- Provides advice, information, technical assistance and guidance to citizens, property owners, land developers, design professionals, associates, boards/commissions and other governmental agencies regarding Comprehensive Plan review, interpretation and amendments, land development, Subdivision Ordinance, application procedures, review processes, inspections, code requirements and related issues.
- Assists Chief of Planning in overseeing and coordinating daily operations and activities; organizes and prioritizes work; assigns work and monitors status of work in progress; inspects completed work; assists with complex/problem situations; prepares and reviews staff reports and other documents; supervises, directs and evaluates assigned staff.
- Coordinates work activities with other departments, outside agencies, or others.
- Acts for Chief of Planning as assigned.
- Negotiates with applicants, applicant's representatives, attorneys, engineers, planners, and/or developers on complex land use proposals related to project's design, development conditions and proffered contributions/conditions to help offset development impacts of rezoning and special exceptions.
- Oversees research and compilation of various statistical, demographic, or administrative data, analyzes data, identifies trends and preparing reports; oversees research to gather or retrieve various information relating to property and zoning; gathers, analyzes and maintains data/information relating to zoning ordinance; researches land records to determine a variety of information.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of community development activities and their relation to urban planning; thorough knowledge of the principals and practices of urban design and historic preservation planning; thorough knowledge of zoning and code enforcement practices; ability to read and interpret blueprints, site plans and architectural designs; ability to gather and interpret technical and statistical information and prepare technical reports; ability with desktop publishing and graphic systems; ability to enforce ordinances and codes with firmness, tact and impartiality; ability to establish and maintain effective working relationships with County officials, contractors, architects, land developers, associates 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 and extensive land development and planning experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; 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 motor vehicles or equipment, 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.