

JOB DESCRIPTION
Essex County, VA

Job Title	Director of Planning & Zoning
Department	Department of Planning & Zoning
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Supervises Building Official and Building & Zoning Office Manager and indirectly the Building Inspector/ Compliance Officer

JOB SUMMARY/PURPOSE

This position performs advanced professional, technical and administrative and management work directing the activities of the Department of Planning & Zoning. The purposes of this position are to plan, organize, conduct and supervise a comprehensive Planning & Zoning program for the county including: zoning enforcement and administration, plan review and approvals, wetlands/flood/stormwater control under county regulations, subdivisions, and open space, this is accomplished through coordinating efforts of staff and various boards and commissions. The Director of Planning & Zoning is required to exercise considerable independent judgment in administering and managing the County's development process and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, initiates and directs comprehensive Planning & Zoning program; coordinates all services by staff to enforce regulations including building code, sediment & erosion and flood plain regulations; develops short term and long range comprehensive departmental plans; oversees the building inspection program;
- Serve as staff to Planning Commission & Board of Zoning Appeals; oversee setting meeting agendas, review of public notices, review of applications for completeness; meet with applicants and their agents as necessary; provide recommendations and technical expertise to Commission; oversee or prepare approvals and denials, reports, etc.;
- Makes recommendations on planning & zoning policy and ordinances and ensures that the planning policy is effectively carried out;
- Serves as advisor to the Board of Supervisors related to issues on Planning & Development including code amendments;
- Serves as the County's Zoning Administrator and Subdivision Agent;
- Enforces the Chesapeake Bay Preservation Act – monitor development on the Chesapeake Bay Watershed;

- Administers subdivision ordinance, site plan requirements and conditional use permit procedures;
- Reviews subdivision plans and recommends improvements in proposed design on plats;
- Coordinates applications for requests for rezoning, conditional use permits, special exceptions, variances, ordinance amendment, and other related planning matters;
- Formulates and oversees the executing of a long-range comprehensive planning program for the balanced development of the community;
- Directs the formulation, modification, maintenance and interpretation of detailed plans for the physical development of the County including overseeing the updates to the Comprehensive Plan of Development;
- Advises public and private bodies on new or contemplated capital improvement projects;
- Directs the development of the annual Capital Improvements Program document with the Planning Commission;
- Prepares reports and makes presentations as needed;
- Develops Department policies and procedures and assigns, trains and supervises staff, Consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continue; training; keeping current with planning & zoning regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelors' degree required (supplemental work on master's degree in urban planning or architecture preferred) with at least seven (7) years of progressively responsible experience, three (3) years of which must have been in a supervisory or managerial position required; Qualification for membership in American Institute of Certified Planners (AICP) preferred– OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable

Licenses or Certificates:

- Valid Virginia Driver's License
- Certified Zoning Administrator

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of land use management, planning, zoning enforcement, wetlands and erosion and sedimentation control, building inspection process;

- Thorough knowledge of local ordinances and regulations and State Statutes relating to planning, zoning, subdivisions wetlands, land use and development;
- Thorough knowledge of land use boards and commissions procedures
- Knowledge of standard office equipment, practices and procedures;
- Knowledge of technical inspections and investigations;
- Knowledge of industrial, residential and commercial property development;
- Knowledge of the terminology, principles and methods utilized within the department;
- Skill in the use of GIS computer applications;
- Skill in operating a personal computer and associated office software;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills. Ability to produce documents that accurately convey information;
- Ability to use independent judgment and discretion in supervising various programs, including determining procedures and developing policies, setting priorities, setting schedules, maintaining standards and resolving problems;
- Ability to complete the duties of the position without the need of direct supervision;
- Ability to plan, organize and prioritize daily assignments and work activities;
- Ability to compile, organize, and utilize various types of financial information necessary in the preparation of the budget, monitor expenses, coordinate audits, and the utilization of staff, and equipment efficiently and effectively;
- Ability to read and interpret various materials pertaining to the responsibilities of the job; ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner;
- Ability to maintain effective relationships with personnel of other departments, boards and commissions, developers, engineers, architects, contractors, builders and owners', professionals and members of the public through contact and cooperation;
- Ability to read and interpret blueprints, engineering plans and specifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment,			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		

Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving			X	
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X		X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

