



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### MANAGER VI, PLANNING

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional and administrative work in the management of the activities of the Planning Division; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

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 climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, 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, 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.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, supervising and participating in County planning and zoning activities and services; coordinating work with County staff, departments and other local and state agencies; interpreting ordinances; preparing and maintaining records and files; preparing reports; testifying in court.**

*(The following tasks 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.)*

Assists with directing and managing the Planning Division;

Acts as the County's Zoning Administrator; enforces and interprets County's Zoning Ordinance and regulations; conducts field investigations; responds to zoning complaints;

Implements the County's comprehensive plan and manages the County's comprehensive plan amendment process;

Prepares and presents development ordinances and regulations; performs subdivision, site-plan and zoning reviews;

Assists with hiring, training and evaluation of Planning Division personnel;

Assists with developing the departmental budget as it relates to the Planning Division and planning personnel;

Serve as the lead spokesperson for planning and zoning activities within the county, working with the Board of Supervisors, Planning Commission and other Boards, local and regional jurisdictions, community groups, contractors, consultants, and the public;

Acts as Secretary and staff liaison to the Planning Commission; responds to inquiries by the public and at Board public hearings; prepares agendas, reports, legal ads, maps, and mailings for the Planning Commission meetings;

Acts as Secretary and staff liaison to the Boards of Zoning Appeals; responds to inquiries by the public and at Board public hearings; prepares agendas, reports, legal ads, maps, and mailings for the Board of Zoning Appeals meetings;

Makes recommendations on planning and development activities to the Board of Supervisors, Planning Commission and Board of Zoning Appeals;

Enforces County's flood plain ordinances and Chesapeake Bay Preservation ordinances;

Reviews and approves zoning conditions for building permit applications and business licenses; enforces conditions associated with conditional use permits and special exceptions; processes applications for variances and special exceptions;

Meets and confers with designers, architects, engineers, developers, contractors and owners with respect to development, enforcement, interpretation and application of ordinances and regulations during planning and construction of projects;

Manages the Site Plan and Subdivision Review Teams; reviews commercial and industrial site plan development submittals and commercial and residential subdivision / survey plat submittals;

Represents the Department in court cases involving zoning violations; prepares reports and other mailings;

Represents the County at and/or serves on local and regional planning boards and commissions;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of urban and regional planning including subdivision development; comprehensive knowledge of economics, municipal finance and sociology as they apply to planning; Considerable knowledge of modern principles and practices of municipal, regional or community planning, land use planning, zoning concepts and regulations; of applicable federal, state and local laws, codes and regulations governing the administration of planning and development; ability to interpret and analyze technical and statistical information and to prepare and present clear, concise and comprehensive technical reports, correspondence and other written materials; ability to maintain effective internal and external relationships and communications with the Board of Supervisors, County Administrator, Planning Commission, Board of Zoning Appeals, county departments, external agencies, contractors and the public; ability to present proposals and recommendations clearly and logically in public meetings; to understand, interpret, explain and apply local, state and federal law and regulations governing zoning and land use planning.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in planning, architecture, urban design, public administration, or related field; five years of progressively responsible community development, comprehensive planning, zoning and land use experience, or equivalent combination of training and experience. Certification through the American Institute of Certified Planners (AICP) preferred.

**SPECIAL REQUIREMENTS:**

Certification, or the ability to obtain certification within prescribed time frame, as Zoning Administrator and Flood Plain Manager.