



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### PLANNER

*FLSA Status: Non-Exempt*

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

Performs intermediate professional work in the handling of a variety of planning assignments; does related work as required. Work is performed under regular supervision.

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, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, standing, walking, 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 preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, 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.

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

**Developing or assisting with the development of current, long-range, community development and/or other planning activities; 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.**

*(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 public with planning issues related to rezonings, subdivision of land, ordinances and land use issues;  
Prepares demographic and socioeconomic studies; conducts research studies related to statistical data;  
Reviews applications for rezonings and special exceptions; prepares staff reports for public hearings;  
Reviews reports from surveyors, engineers, attorneys, consultants, public utility companies and developers;  
Performs general administrative tasks such as responding to citizen inquiries and questions, preparing documents and correspondence;  
Attends workshops and training sessions as appropriate for continuous education;  
Inspects sites for compliance with zoning conditions and approved plans;  
Reviews site plans and prepares comments for applicants;  
Assists in citizen participation activities related to ordinance amendments and comprehensive plan updates;  
Utilizes GIS mapping products and software;  
Maintains departmental files and equipment;  
May serve as Planning Manager in their absence;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of planning and urban development; thorough knowledge of economics, sociology and municipal finance as applied to planning; thorough knowledge of current literature and recent developments in the field of 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 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 city planning or related field and considerable experience in professional planning work.