



Job Description Planner

Summary & Scope of Responsibilities: The position devotes a significant amount of time on routine administrative tasks. The *Planner* position also works closely with the public, on a regular basis, to provide customer service, review plans, provide support to boards and commissions and facilitates Town/Department planning initiatives.

Reporting Relationships: Reports to the Director of Community Development.

Essential Tasks & Responsibilities:

- Provide excellent, friendly, customer service to both internal and external customers.
- Assist in the administration and implementation of the Colonial Beach Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and the Chesapeake Bay Preservation Act.
- Provide technical assistance and information to customers at the public counter as well as by telephone and email on Town planning/zoning matters.
- Respond to and help resolve citizen issues and inquiries efficiently and effectively.
- Provide technical assistance and information to Town staff and the public in the administration of specific planning program areas and/or ordinances.
- Prepare analytical staff reports to the Planning Commission, Board of Zoning Appeals and the Town Council, as directed.
- Attends public meetings and makes presentations before the Planning Commission and Board of Zoning Appeals, as directed.
- Plan check proposed development plans and subdivisions for zoning compliance and permit issuance.
- Conduct zoning site inspections.
- Process permit applications and calculate appropriate fees.
- Collect, record, and summarize statistical and demographic information.
- Research and compile information on a variety of planning and zoning matters, as directed.
- Participate in coordination of planning activities within the Town in addition to outside agencies.
- Attend on-site and off-site planning and zoning meetings.
- Conduct site visits in the community to help investigate potential violations to the Towns' zoning/land-use regulations and/or project conditions of approval.

- Help resolve documented zoning violations.
- Assist the Community Development Department in digital and hard copy record keeping.
- Perform routine office tasks in designated program areas including data entry, file management, copying, answering telephone calls, and sending/replying to emails in a timely manner.
- Prepares public hearing notices for the newspaper as well as post properties with required public hearing notices.
- Prepare maps, charts, tables of limited complexity, as directed.
- Perform related duties as assigned.

Knowledge, Competencies & Technical Skills:

- General knowledge of planning principles and practices.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing, speaking and communication techniques.
- Knowledge of basic math and the ability to apply such knowledge in practical situations.
- General knowledge, applications and use of common computer hardware and software programs including Microsoft Office.
- Ability to effectively read and interpret architectural/construction drawings in addition to using architect and engineer scales.
- Oral communication and interpersonal skills to effectively explain to others the Town's zoning regulations and comprehensive plan as well as land-use/zoning processes and procedures in a clear and patient manner.
- Communicate professionally and tactfully with the public, development community, town council members, board and commission members, outside agencies and co-workers.
- Problem-solving skills to gather relevant information to resolve land-use and zoning issues.
- Ability to review plans and apply applicable provisions of the Town's zoning ordinance and municipal code to assigned projects.
- Respond to work related issues with a flexible, problem solving, orientation.
- Ability to work on several projects or issues simultaneously and meet all assigned deadlines.
- Follow directions from a supervisor.
- Understand and follow posted work rules and procedures
- Ability to work independently or in a collaborative, team, environment, as directed.
- Establish and maintain cooperative working relationships with those contacted in the course of work; and,
- Work overtime hours as may be needed.

Expected Hours & Travel: This position requires you to work 40 hours per week with some overtime to attend public meetings each month, as directed. Travel is minimal with occasional travel to conferences and/or other educational opportunities.

Required Education & Experience:

Experience: One to two years of full-time, professional, planning experience. Municipal and/or county government experience is highly desirable.

Education: Graduation from an accredited college or university with a Bachelors' Degree in urban planning, environmental planning, geography, public administration, landscape architecture, construction management or a closely related field. A master's degree in one of these educational backgrounds may substitute for up to one year of professional, planning, working experience.

License / Certificate: Due to the performance of some field duties which require the operation of a personal or Town vehicle, a valid Virginia driver's license and an acceptable driving record are required.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations or the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or re-assign duties and responsibilities to this position at any time with or without notice.

Qualified Candidates: Candidates deemed most qualified, as reflected in their application materials, will be invited to continue in the recruitment process. The prospective candidate must also successfully complete a thorough background check before being offered employment.