



**Planner II**  
Community Development

Position # : CDD 505  
FLSA: Exempt  
Grade: 21

**JOB SUMMARY**

This position performs professional planning duties.

**MAJOR DUTIES**

- Accepts, processes, distributes, and reviews site plans and subdivision plans.
- Reviews commercial, industrial, and residential building permits for compliance with zoning and subdivision requirements.
- Reviews business license applications for compliance with zoning requirements.
- Reviews conditional use permit (CUP) applications.
- Reviews rezoning applications.
- Reviews sign permit applications.
- Assists with updates to the comprehensive plan.
- Assists with ordinance amendments.
- Assists with reviewing applications for private roads.
- Coordinates construction plan review with the Virginia Department of Transportation (VDOT).
- Assists in assigning addresses to site plans, subdivision plats, and residential properties.
- Provides support for the work of less-experienced colleagues.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of planning principles and practices.
- Knowledge of growth management principles.

- Knowledge of county and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in reading plans and interpreting technical reports.
- Skill in the facilitation of meetings.
- Skill in public relations.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Planning Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county codes and ordinances, the Code of Virginia, the County Comprehensive Plan, the Virginia Department of Transportation design manual, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied planning duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to review a variety of plans, plats and applications to ensure compliance with county codes and ordinances. Successful performance contributes to the planned and positive development of the Powhatan County.

### CONTACTS

- Contacts are typically with co-workers, other county employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, local and state elected officials, architects, engineers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and negotiate, defend, or settle matters.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or stooping. The employee occasionally lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement

weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study (preferably in urban or environment planning or a related field), and three to five years of experience working as a Planner.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.