



Planning and Zoning Manager

Community Development

Position # : CDD 502
FLSA: Exempt
Grade: 24

JOB SUMMARY

This position is performs technical duties in support of the department's planning and zoning operations.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Provides administrative support to department management and staff.
- Receives cash and checks for departmental services; processes receipts; receives and/or reviews records, reports, memoranda, correspondence, etc.; processes invoices for payment.
- Reviews business license applications for compliance with zoning ordinance requirements; reviews building permits for environmental and zoning compliance.
- Receives, prepares and distributes site plans, plats, zoning requests, permit applications, erosion control plans and other documents to appropriate staff members for review; routes to local and state agencies as appropriate.
- Serves as the departments Records Retention Officer; maintains and manages records according to state requirements.
- Orders new and replacement street signs for county roads.
- Maintains records of department expenditures.
- Updates the department website; updates and maintains inventory of department forms.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the county zoning and subdivision ordinances.
- Knowledge of erosion and sediment control program requirements.

- Knowledge of county business licensing processes.
- Knowledge of department plan review processes.
- Knowledge of computers and job related software programs.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the provision of customer services.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include zoning and subdivision ordinances, the official zoning map, the Code of Virginia, the county comprehensive plan, and department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide technical support for the department planning and zoning operations. Successful performance contributes the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, other county employees, and members of the general public.
- Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.