



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Planner/Community Redevelopment Specialist

Department: Planning, Permitting & Enforcement

Pay Grade: 217

FLSA Status: Non-exempt

JOB SUMMARY

Provides planning and technical support for the Planning, Permitting and Enforcement Department and various boards and committees. The position is responsible for assisting with planning, policy analysis, regulation enforcement, technical research and support, site/plan review, customer service, and related records and reports. The position works under general supervision of the Director.

ESSENTIAL JOB FUNCTIONS:

- Serves as primary staff support for the Planning Commission; oversees the creation and production of the agendas for each meeting of the Planning Commission and executes and communicates all decisions and/or votes of the Planning Commission.
- Oversees staff in the acceptance and processing of applications for any planning-related approvals, including, but not limited to, special use permits, zoning text amendments and/or map amendments and schedules any public hearings required to process said applications and develops staff reports relative to filed applications.
- Coordinates the review and update of the Comprehensive Plan as stated by the Code of Virginia.
- Review and draft zoning mapping and zoning ordinance updates based on updates to the County's Comprehensive Plan.
- Prepares staff report and supplemental information.
- Provides planning services including reviews of Comprehensive Plan and Zoning Ordinance; acts as a liaison for planning study and providing planning guidance and review of special projects as requested by a town per the County's contract with the towns.
- Provides support to the Director and Zoning Administrator for specific project tasks specifically with Special Use Permits, Special Projects, Zoning Text Amendments, Zoning Map Amendments and other County code amendments that the Planner is designated to administer.
- Perform assigned planning-related and redevelopment projects. Coordinates with Planning, Permitting and Enforcement staff for assistance with planning efforts.
- Identify specific areas for redevelopment and develop a plan for County to focus redevelopment efforts for affordable housing for consideration and possible

- implementation by the Board of Supervisors/
- Performs annual review and drafts updates of all planning documents, codes and ordinances as necessary based on legislative updates. Coordinates with Planning, Permitting and Enforcement staff who are designated to administer the specific plan, code or ordinance that requires updating.
 - Serves as the Administrator for the Agricultural Forestal District (AFD) program as enacted by the Board of Supervisors. Serves as primary support staff for AFD Committee and reviews applications, schedules meetings as required based on renewal schedule and/or submitted applications.
 - Performs other assigned duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires Bachelor's degree in planning, or closely related field of study or at least three (3) years of related experience.
- Requires a demonstrated ability to handle multiple projects, public speaking, and maintaining good public relations.

Licenses, Certifications or Registrations:

- Certified AICP or ability to obtain AICP within two years;

Knowledge, Skills and Abilities:

- Knowledge of the administrative practices and procedures relative to planning.
- Knowledge of the codes, ordinances and regulations as applied to administration of codes and mandated programs assigned to the Planner.
- Knowledge of the occupational hazards and proper supervision, organization and public administration.
- Knowledge of the current literature trends and development in the field of planning. Is able to prepare analytical reports.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and complete work assignments.

PHYSICAL DEMANDS:

The work is light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

WORK ENVIRONMENT:

Work is performed in a relatively safe, secure, and stable work environment .

The County of Northampton has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR designee) Signature

Date

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer, ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.