

DEPUTY DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT

GENERAL DEFINITION

Performs difficult professional and administrative work in the field of planning; including zoning enforcement; subdivision review; erosion and sediment control review; site plan review; rezoning reviews; comprehensive planning; and project development, administration and supervision.

ORGANIZATIONAL RELATIONSHIP

This senior level position is an integral part of the County's Leadership Team, thereby directing and managing the current planning division, inspections and enforcement operations of the Planning and Community Development Department. The position serves as professional staff support to the County Board of Supervisors, Planning Commission, and other bodies as assigned and is supervised by the Director of Planning and Community Development. Management and supervision is exercised over subordinate personnel. Position assumes management responsibilities of the Director of Planning and Community Development in his/her absence.

TYPICAL TASKS

- Manages the current planning and enforcement functions of the department;
- Supervises and assists with writing staff reports for the Board of Zoning Appeals, the Planning Commission, and the Board of Supervisors and provides staff support to those bodies through meeting attendance and reports as required;
- Serves as coordinator for the County's Development Review Team;
- Oversight exercised over County land use petitions and processes including, but not limited to Zoning, Land Use, Rezoning, Special Use Permits, Subdivisions, Site Plans, Erosion & Sedimentation, Variances, Comprehensive Plan Compliance Reviews, etc.
- Answers questions from the public about zoning ordinances, subdivision ordinances; erosion and sediment control ordinances; storm water regulations and conducts inspections and plan reviews as needed;
- Administers bonding requirements of developments;
- Reviews building and zoning permits for conformance with regulations;
- Oversees updating of the official County zoning map;
- Oversees updating of the County Zoning and Subdivision Ordinances;
- Oversees and assists in the review, processing and approval of site plans;
- Reviews, provides guidance and processes rezoning, variances and special use permit requests with petitioners;
- Conducts pre-application conferences with developers as they seek to meet local and state planning and zoning codes and development of concept plans;
- Reviews and provides comments on concept plans for the Planning Commission and the Board of Supervisors;
- Oversees the subdivision process and reviews mobile home plans and subdivision submissions for conformity with County ordinances;
- Provides enforcement functions for planning activities and investigates and attempts to resolve related complaints through voluntary activities prior to court actions;
- Performs long-range and comprehensive planning studies as requested;

- Maintains and develops new systems and databases as necessary for planning department functions recordkeeping;
- Plans and administers special projects, as requested;
- Assists with budgetary development and other fiscal functions of the department;
- Provides State and local compliance on public notices as well as public outreach with regard to the County's short-term planning and zoning activities;
- Assures outstanding customer service is delivered to all external, as well as internal customers, by all staff;
- Administers, enforces, and answers questions from the public about the zoning ordinance, subdivision ordinance, erosion and sediment control ordinance, water and sewer ordinance, and mobile home ordinance;
- Provides services as needed as Subdivision Agent; Erosion and Sediment Control Administrator/Inspector/Plan Reviewer and Zoning Administrator;
- Works to establish, improve, and maintain processes for permitting, development plans review, filing, archiving records, etc.;
- Ensures quality customer service managing the permitting center and related permitting software, phone systems, etc.;
- Seeks to improve or establish new permitting and inspection processes, incorporating technology as appropriate;

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the County and State codes governing planning, zoning, erosion and sediment control, subdivision, and related construction regulations. Knowledge of planning principles and practice including, but not limited to transportation, land use, regional, and environmental planning. Experience with making presentations to elected County Boards / Municipal Councils and judicial proceedings required. Knowledge and experience in the fields of civil engineering with relation to plans development / review, drafting, and GIS preferred. Ability to communicate orally and in writing, to both lead and participate in group planning activities, and to use contemporary communications such as computers, planning software, and GIS data bases. Ability to establish excellent working relationships with co-workers, regional planning staff, property owners, developers, County officials, and the general public. Ability to enforce ordinances and regulations in a consistent and fair way. Ability to work as part of a team and to provide appropriate leadership in a collaborative environment.

TRAINING, EDUCATION AND EXPERIENCE

Bachelor's degree in planning or field related to planning; Masters' Degree preferred. Substantial experience (5+ years) in planning and zoning administration and enforcement, and reviews of subdivision plans, site plans, concept plans, and other related submissions for land use permitting. Possession of current State certifications in erosion and sediment control, plans review, zoning official, etc. preferred.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL DEMANDS

Must be able to sit for long periods of time while operating a computer and telephone. Must be able to operate a motor vehicle. Must be able to conduct site visits and negotiate terrain with varying slopes and ground conditions, in varying weather conditions

WORK ENVIRONMENT

In general the job is performed in a climate controlled office setting. However, outdoor visits to sites with various terrain and in varying weather conditions may occur during all seasons of the year.

NOTE

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 07/03/07)

FLSA Status: X Exempt
 Non-Exempt

Recommended by: _____ _____
 Dept. Head Date

Reviewed by: _____ _____
 Personnel Date

Approved by: _____ _____
 County Administrator Date