

Wythe County Job Description: Planner I

General Description: This is a professional position. The incumbent performs complex tasks related to the review and processing of Planning applications and serves as the primary customer service contact for questions regarding property information and uses, variances, subdivisions, and site plans. Types of applications include construction plans, commercial site plans, subdivision plats, landscaping and lighting plans. Duties involve regular contact with the public, engineers, surveyors and developers, as well as technical support to the Planning Commission and Board of Supervisors.

Organization: The Planner position is an entry level technical community development position. Incumbents report to the Assistant County Administrator and supervises no staff. Planners may receive workflow direction and input from the County Administrator, Assistant County Administrator, County Engineer or Utilities Director.

Essential Functions:

- Serves as primary contact for questions regarding property information, land use, special exceptions, variances, subdivisions, and site plans. First point of contact with citizens, developers, and licensed professionals seeking guidance, permits and land use approvals from the Planning Department.
- Reviews planning and development applications, plats, surveys, instruments and documents for approval/revision.
- Assists applicants, engineers, surveyors and developers with development questions.
- Serves as staff liaison for the Planning Commission. Leads meetings of Planning Commission as directed.
- Prepares reports and supporting graphic display materials for the Planning Commission.
- Maintain meeting schedules, status of cases, and other critical reports/forms.
- Enters case information into computerized tracking software.
- Works with surveyors, engineers, architects and other licensed professionals to conform proposed developments to County Ordinances.
- Develops and enforces such ordinances as the Board of Supervisors may adopt regarding land use, planning and community development.
- Performs initial processing and review of applications for accuracy and completeness, prepares correspondence to applicants on acceptance or refusal of applications.
- Presents new applications to relevant staff for review of completeness.
- Performs special projects/analyses as assigned.
- Manages department website, updates content periodically, posts case information to the website calendar for Planning Commission and Board of Supervisors meetings.
- Leads site plan and subdivision inquiries and processing of applications, providing direct customer service to property owners, developers, attorneys and agents.
- Ensure timely processing of applications and coordinates comments of reviewing agencies.

- Files and records documents such as plats with the Circuit Court Clerk's office.
- Assists with implementation, review, update of Comprehensive Plan, as needed.
- Reviews stormwater management and Erosion & Sediment Control (E&S) plans and permits in coordination with the County Engineer.
- Serves as an E&S inspector, conducts Erosion & Sediment Control site inspections in compliance with Commonwealth regulations, writing reports, requiring contractor action and issuing stop work orders as needed.
- Serves as a planning and project interface with the Mount Rogers Regional Planning Commission staff.
- Coordinates data with Geographic Information Systems, Commission of the Revenue, assessors, Clerk of the Circuit Court and other County departments as required.
- Records final approved plats with the Clerk of the Circuit Court.
- Performs related work as assigned.

Working Conditions:

A. Hazards: None Known

B. Environment: Office with some field work for site inspections, E&S inspections, condition verifications and development reviews.

· Field - Requires some travel to work sites.

C. Physical Effort: Some walking, standing, climbing and carrying, with generally light physical exertion.

D. Exempt from overtime.

Knowledge, Skills and Abilities: Requires a general knowledge of the principles and practices of urban and regional planning. Knowledge desired of recent developments in the field of County Planning. Knowledge of comprehensive planning, zoning, land development and engineering practices preferred. Must be able to analyze and compile technical and statistical data. Must be able to read and interpret maps, plats, deeds and other land use instruments. Survey experience or exposure desired but not required. Ability to communicate effectively both orally and in writing is required.

Education, Experience and Training: Bachelor's degree in Planning or a related field and three years of professional experience required. Experience reviewing zoning applications, subdivision construction plans and plats, site plans, and public customer service experience preferred.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- Criminal Records Check
- Work beyond normal work schedule
- Twelve-month probationary period