



COUNTY OF YORK JOB DESCRIPTION

Planner I
Development Facilitator
County Administration
Development Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs responsible technical and administrative work for the Development Services Division. Assists customers submitting site plans, subdivision plans and plats for compliance with County ordinances, regulations, policies and design criteria. Takes proactive steps to ensure problems and barriers impacting the timely and effective review and implementation of projects are resolved to the satisfaction of both the development community and County staff. Makes frequent contact with customers and staff to eliminate potential barriers and issues with plan review and construction permitting processes. Assists the Economic Development Authority in defining steps needed to process plans through the County. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Assists development community and citizens submitting site plans, subdivision plans and plats for review for compliance with County ordinances, regulations, policies and design criteria pertaining to land use, zoning, landscaping, and design issues; prepares approval letters, comment letters, and other correspondence as needed.

Receives and responds to inquiries from developers, consultants and the general public; provides information based on a detailed knowledge of departmental rules, regulations and procedures.

Attends meetings with landowners, developers, consultants, etc. to discuss and evaluate development proposals; Also attends local Chamber of Commerce meetings and economic development meetings or events as directed by the Division Chief.

Reviews and approves commercial business license applications for consistency with Zoning Ordinance requirements.

Processes and files plan submittals, reviews and tracks files and projects, transmits plans to County departments and personnel in the absence of the Development Technician.

Performs site inspections on a variety of construction projects to ensure the plans and field activities are aligned.

Identifies, evaluates and recommends alternative development layouts or designs when developers' proposals are not suitable or acceptable.

Tracks plans and coordinates projects using data based software; prepares various monthly reports.

Maintains the Development Services portion of the County's web page and updates the County's property information system regarding locations of current development projects.

ADDITIONAL JOB FUNCTIONS

Performs field surveys, and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of personal computers, including mapping, word processing, and presentation software.

General knowledge of local government processes related to development activities including site plan review, ordinance administration, and zoning issues.

General knowledge of urban development processes and practices, including economics, urban planning, and public relations.

Some knowledge of landscaping, including knowledge of different types of plants and trees.

Strong project management skills; ability to plan, organize, and prioritize multiple projects;

Strong oral and written communication skills.

Strong problem resolution skills.

Ability to establish and maintain effective working relationships and possess strong customer service skills.

Ability to read and analyze complex site plans and building plans.

EDUCATION AND EXPERIENCE

Bachelor's degree in planning, engineering, public administration, landscape architecture or a closely related field, and 1 to 2 years experience in planning and design work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Master's degree preferred.

SPECIAL REQUIREMENT

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

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including a computer, printer, print machine, copier, typewriter, etc. Work involves sitting most of the time, but may involve walking or standing for periods of time, while doing site or field work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from others.

Language Ability: Requires the ability to read a variety of maps, site plans, correspondence, grants, etc. Requires the ability to prepare or interpret maps, permits, site plans, grant proposals, and other required reports and records, using proper formats and conforming to all rules of punctuation, grammar, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to perform under moderate to high levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____