

**COMMUNITY DEVELOPMENT
PLANNING, ZONING & GIS COORDINATOR**
Pulaski County

Department: Community Development

Reports to: Dual supervision by the Planning Manager/ Zoning Administrator & Community Development Program Manager and GIS Coordinator

Supervision Exercised: None

Supervision Received: Work is performed with general instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full Time

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evening work required.

ESSENTIAL FUNCTIONS: Physical presence on the job is required. Associated roles include tasks related to the Community Development Department as well as Planning & Zoning. This role will include routine analytical work as it relates to Planning & Zoning to include permit review and other technical work related to permitting and enforcement of County Ordinances and Codes. This position must provide professional interaction and excellent customer service to the public, other county departments, public officials and co-workers at all times.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Assists in preparation of agendas, staff reports and minutes for the Pulaski County Planning Commission and the Board of Zoning Appeals
- Assists with information to be provided to the Board of Supervisors for review
- Compiles, checks, interprets, and reviews a variety of data for accuracy, completeness, and conformance to established standards
- Conducts transactions with the public in matters requiring a detailed knowledge of rules, procedures, policies and ordinances as it relates to planning and zoning
- Meets with citizens, design professionals and contractors to provide guidance on draft plans or development ideas
- Provides information and assists with permit applications. Reviews applications for completeness and coordinates information to ensure permit packets are complete and accurate.
- Maintains department records and conducts historical research on permits

- Provides backup administrative services to the County Administration Office, the Community Development Office Manager, and the Engineering and Construction Administrators as needed
- Creates Purchase Orders and orders office supplies for the Department
- Supports economic development activities and initiatives
- Assists with subdivision review and mapping
- Assists with miss-utility layer data
- Works with GIS software while assisting the Planning & Zoning Department

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform technical work related to building, planning, zoning, economic, GIS and community development activities
- Ability to perform routine administrative work, filing, general office duties, permit review, receipt permit fees, exchange currency and other related work
- Possess a general knowledge of land development and the zoning & building permit processes.
- Possess a general knowledge of Erosion and Sediment Control/Storm water procedures
- Ability to perform at a high level of customer service and perform administrative skills
- Work closely with and provide guidance to the Community Development Office Manager on permitting processes and other daily tasks
- Ability to establish and maintain harmonious relationships with employees, prospects, developers, state and federal officials and the general public
- Ability to present facts, information and recommendations in both oral and written form
- Attention to detail and ability to complete assignments
- Ability to use computer equipment, Microsoft Office Software, proficient typing skills and professional attitude at all times
- Ability to assist the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Ability to sit at a desk and operate computer, calculator, and other devices; ability to read and write and to exchange information; ability to file papers; ability to lift and carry up to 50 pounds; ability to work independently in the absence of specific instruction; and the ability to meet the public courteously and effectively. May require travel for recertification and/or local site inspections/permit review using county vehicle.

EDUCATION AND EXPERIENCE:

Required:

- An Associate's Degree
- Minimum of two (2) years of related experience in Planning/ Zoning or GIS
- Microsoft Office Suite experience
- GIS software

Preferred:

- Possession of Certified Zoning Administrator (CZA) Certification or Certified Zoning Official (CZO) certification within first two-years of employment

Special Requirements:

- Obtain Commonwealth of Virginia Notary Certification within one (1) year of beginning employment
- Obtain Certified Permit Technician Certification within two (2) years of beginning employment

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____