

PLANNING/ZONING DIRECTOR

Pulaski County

Department: Planning & Zoning Department

Reports to: County Administrator

Supervision Exercised: Building/Zoning Technical Assistant and GIS Coordinator

Supervision Received: Work is performed with minimal 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): Exempt, Full Time

Residency Requirements: Establishment of County residency required within one year of hire date.

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

ESSENTIAL FUNCTIONS: Oversee the Planning and Zoning Office. Oversee office budget, office purchasing, and other typical administrative functions of managing an office. Performs difficult technical work overseeing the administration of zoning, subdivision, land development standards, long-range planning, and other related activities and duties. Responsible for enforcement of zoning, land development, and subdivision regulations. Staffs several boards and commissions and serves on multiple boards and commission on behalf of Pulaski County. Oversee long-range planning for Pulaski County, including performing studies, writing reports, and evaluating future conditions for growth and land development.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential functions 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's license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Physical presence on the job is required
- Administer the zoning, land development, and subdivision regulations as adopted by Pulaski County, including enforcing violations and writing official zoning determinations
- Provide information and assistance to citizens, staff, developers, attorneys and county appointed and elected boards through meetings, phone calls, letters and emails

- Prepare agendas for, act as Secretary to, write staff reports for, and present to the Pulaski County Planning Commission and Board of Zoning Appeals
- Assemble items and present to the Pulaski County Board of Supervisors
- Meet with citizens, design professionals, and contractors to provide guidance on draft plans or development ideas
- Performing all duties of the UDO Administrator as outlined in the Pulaski County Unified Development Ordinance, including reviewing and approving all zoning permits, site plans, and subdivisions
- Conferring with County staff and various State agencies, as well as utility company representatives, on planning and zoning related issues
- Prepare proposed amendments to County zoning, land development, and subdivision regulations; Official Pulaski County Zoning Map; Pulaski County Comprehensive Plan; and the Future Land Use Map
- Serve on various boards and commissions including, but not limited to, the New River Valley Metropolitan Planning Organization (MPO) Technical Advisory Committee, New River Valley Airport Commission, Indoor Plumbing Rehabilitation Oversight Board, New River Valley HOME Consortium Board of Directors, and various regional committees as needed
- Act as a liaison to the Friends of Claytor Lake Board of Directors and represent Pulaski County on various technical advisory committees and review groups for Claytor Lake
- Support economic development activities and initiatives
- Coordinate and run community meetings and other public meetings for a variety of projects and tasks
- Provide grant administration for various grants, including, but not limited to, CDBG, HOME, and VDOT grants used on County projects
- Provide project management, including directing consultants, writing RFP's, overseeing budgets, and executing contracts, for the planning and design of County projects related to housing, community services, parks, and other related Capital Improvements
- Should operate at the executive level to interact with elected officials, appointed officials, and the public

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of planning, zoning, and community development principles
- General knowledge of building codes, surveying, site design, land development, and engineering standards
- Strong verbal and written communication skills
- Ability to effectively work with various community stakeholders, design professionals, non-profit organizations, neighborhood groups, elected and appointed officials, and the general public on a wide variety of issues related to planning, zoning, and land development
- Supervise, provide guidance to, and support staff in various community development, planning, and zoning activities
- Ability to communicate effectively on a variety of levels, either orally or written form
- Ability to establish and maintain effective working relationships with County officials, boards, associates, employees and the general public
- 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 40 pounds; ability to traverse steep terrain and stairs; ability to work independently in the absence of specific instruction; and the ability to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

Required:

- A Bachelor's degree in planning, public administration, architecture, geology or a related field
- A minimum of four (4) years of experience in the planning or a related field
- Project management experience for planning and design of capital improvement projects
- General knowledge about a wide range of planning topics
- Computer skills necessary to work in various Microsoft Office programs and ESRI ArcMap
- Ability to interpret and draft codes and ordinances
- Proficiency at public speaking
- Ability to work effectively in a team environment

Preferred:

- Master's Degree in planning or related field, AICP certification
- Minimum of two (2) years of supervisory experience
- Experience working with building inspectors
- Certified Zoning Administrator (CZA)
- Excellent communication skills, technical writing ability, negotiation skills, verbal communication skills and Planning Commission Management.

SPECIAL REQUIREMENTS:

- Obtain American Institute of Certified Planners (AICP) certification within 2 years of beginning employment
- Abide by the AICP Code of Ethics, even before obtaining AICP certification

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: _____