



Isle of Wight County

Assistant Director of Community Development- Planning and Zoning

SALARY	\$72,319.00 - \$95,047.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Community Development	OPENING DATE	08/09/2023
CLOSING DATE	Continuous		

Description

Under the direction of the Community Development Director, the Assistant Director of Community Development - Planning & Zoning coordinates the daily operations of the Planning and Zoning division to include coordinating the review of current planning projects, performing professional long range and routine land use planning, land development research, ordinance and policy development, special projects, grant management, and special studies which support the comprehensive plan and overall objectives of the county. Additionally, the Assistant Director serves as the Assistant Zoning Administrator and Deputy Subdivision Agent and assists the Director in the managing of the department and staff. Reports to the Director of Community Development.

Examples of Duties

- Assists the Director in formulating technical and administrative policies and procedures involving land use and overall department effectiveness, assists in the oversight, management of staff, and overall department functions;
- Provides guidance and directions to staff regarding complex issues;
- Reviews and analyzes complex rezoning, conditional use permit applications, subdivisions, site plans, special use permits, and other community and regional land use planning issues including: meeting with developers, preparing staff reports, serving as staff to Planning Commission and Board of Supervisors, and attending night meetings;
- Performs long range planning by preparing comprehensive and small area plans, design guidelines, evaluating and amending related ordinances and performing other studies and reports involving complex research and compilation of data for written or verbal presentation to the planning commission, board of supervisors, community groups and other boards and commissions as required;
- Serves as professional staff to County boards and committees as assigned;
- Coordinates and facilitates community meetings and work sessions with citizens, community groups, and the Planning Commission and other boards and committees as assigned;
- Prepares tables, maps, and presentations, and responds to questions posed by the Director, Planning Commission, and Board of Supervisors;
- Manages special projects and grant programs, as needed, including transportation planning and housing projects;
- Provides project oversight by managing consultants and contractors, coordinating and facilitating community meetings and work sessions as related to special projects;
- Performs GIS mapping products to improve current and long range planning functions;

- Responds to inquiries from the community and the general public regarding development activities;
- Performs field inspections to review compliance and gather data relevant to the development review process;
- Represents the County on local, regional, and state boards and committees, including transportation;
- Makes recommendations that impact the budget;
- Performs other related duties as assigned; and
- Supervises and trains subordinate employees in proper procedures, work practices and safe methods, and promotes and maintains a safe and healthy work environment free of recognized hazards in accordance with County policy.

PHYSICAL DEMANDS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

Required Qualifications

- Master’s Degree in Urban Planning, Public Administration or related field
- Six (6) years of related work experience;
- Or equivalent training, education, and/or experience.

LICENSES/CERTIFICATIONS:

- AICP Certification Preferred
- Driver's License valid in the Commonwealth of Virginia.

Supplemental Information

Position open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Agency

Isle of Wight County

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Phone

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Website

<http://www.co.isle-of-wight.va.us/>