



BOARD OF SUPERVISORS
First District – William L. Hodges
Second District – Benjamin J. Edwards III
Third District – Justin Callett
Fourth District – Lindsay May Robinson
Fifth District – Mary Sue Bancroft



King William County Planner I

SALARY	\$57,836.00 - \$92,537.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	06272024
DEPARTMENT	Department of Community Development	OPENING DATE	06/27/2024

General Description

This position assists with the development of current and long-range community planning and development and/or other planning activities; assists with the daily operations of the Planning and Zoning Division; assists and provides information to the public; serves as staff support to various boards and commissions; prepares and maintains various planning maps, files, graphics, and records.

Essential Functions

- Assists the public with planning issues related to re-zonings, subdivision of land, ordinances, and land use issues.
- Prepares demographic and socioeconomic studies; conducts research studies related to statistical data.
- Reviews applications for re-zonings and special exceptions
- Prepares staff reports for public hearings.
- Prepares, assists, and presents in the preparation of Planning Commission, Board of Supervisors and Board of Zoning Appeals materials such as memoranda, visual presentations, written and oral reports, resolutions and meeting minutes.
- Assists in the review of various land use and development proposals to ensure compliance with the Zoning and Subdivision Ordinances, and the Comprehensive Plan
- Performs zoning permit reviews to ensure compliance with local land use ordinances.
- Reviews reports from surveyors, engineers, attorneys, consultants, public utility companies and developers.
- Performs general administrative tasks such as responding to citizen inquiries and questions, preparing documents and correspondence.
- Assists in citizen participation activities related to ordinance amendments and comprehensive plan updates.
- Reviews site and development plans and prepares comments for applicants.
- Utilizes GIS mapping products and software.
- Attends meetings, work sessions, seminars, and conferences (some of which are held after normal working hours).
- Maintains departmental files and equipment; maintains database of development activity.
- Performs related tasks as required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, laws and practices of planning and urban development.
- General knowledge of economics, sociology and municipal finance as applied to planning.
- General knowledge of current literature and recent developments in the field of planning.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Ability to read and interpret site plans, conceptual plans, subdivision plans and plats.

- Ability to prepare and present technical information clearly and in an interesting, professional manner to lay groups and the public.
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective working relationships with professional colleagues, associates, and the general public.

Education, Training, and Experience

- Possession of a Bachelor’s degree in planning or a closely related field or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field.

PHYSICAL REQUIREMENTS:

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects;
- Work requires climbing, balancing, stooping, standing, walking, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Subject to inside and outside environmental conditions.

OTHER POSITION REQUIREMENTS:

- Must possess and maintain Virginia Driver’s License.
- Completion of Certified Planning Commissioners’ Program within 24 months of employment.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**Potential candidates will be required to complete drug testing, driving and background screening. **

Agency

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<https://www.kwc.gov/>