



Fluvanna County, Virginia
Department of Planning and Zoning
Job Description

PLANNER/GIS TECHNICIAN

Job Class #:	5130
Pay Grade:	17
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Planning

SUMMARY

Performs intermediate-level professional work in a variety of planning, zoning, and mapping assignments in the Planning and Zoning Department; does related work as required. Work is performed under the regular supervision of the Director of Planning.

ESSENTIAL FUNCTIONS

(These are illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Planning

- Respond to inquiries and provide information regarding GIS data, site plans, subdivisions, and other planning processes, as needed.
- Assists, as needed, with staff reports for the Planning Commission, Board of Supervisors, and Board of Zoning Appeals.
- Assists the Director of Planning, as needed, with the creation and compilation of maps and data for updates to the Fluvanna County Comprehensive Plan.
- Presents and analyzes projects for the Technical Review Committee, as needed.
- Analyzes, develops, and/or presents spatial data to the County Administrator, Planning Commission, and Board of Supervisors members, as requested.
- Reviews site plan and subdivision applications; assists with requests for special use permits and variances.
- Provide support and assistance to the Director of Planning with the enforcement of zoning and subdivision regulations, as needed.
- Assists, as needed, with planning and community development grants.
- Completes zoning and setback verification for building inspectors, as needed.
- Completes minor site plan reviews, as needed.

GIS

- Creates geospatial data in support of County business practices (projects, reports, etc.)
- Maintains Shapefiles of all County GIS layers.
- Utilizes ArcMap to create infographics and maps.
- Serves as County liaison for third-party WebGIS layer updates and corrections.
- Performs related tasks as required.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the principles and practices of planning.
- General knowledge of economics, sociology, and finances as applied to planning.
- General knowledge of the county's subdivision and zoning ordinances.
- General knowledge of GIS system uses and capabilities
- Ability to learn planning and zoning software programs such as WebGIS and ArcMap.
- Ability to compile, analyze, and present technical and statistical information.
- Ability to interpret County policies and Ordinances.
- Ability to establish and maintain effective working relationships with associates, representatives of other public agencies, and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum

A Bachelor’s degree in Planning, Architecture, political science, economics, geography, or a related field. A combination of experience and education will be considered.

Preferred

- Prior work experience in local government
- GIS Professional (GISP) Certification
- Prior experience and/or training with ArcGIS

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is needed for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental or weather conditions during fieldwork. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks. This position involves in-person work in the office.

POST OFFER REQUIREMENTS

- Criminal Background Check
- Valid Driver’s License

Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
June 4, 2024	June 4, 2024	June 12, 2024	June 12, 2024