



*Surry County*  
*Virginia*

## Classification Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** **Principal Planner**

**Department:** Planning & Community Development

**Pay Range:** \$67,000-\$81,000/annually

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Responsible for coordinating and processing permits and applications, including rezoning, conditional use permits, and subdivision review. Provides principal staff support for the Board of Historic and Architectural Review, support to the Planning Commission, and support to long-range planning goals and initiatives. Works under the supervision of the Director of Planning and Community Development.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for the Planning Division in the absence of the Director of Planning and Community Development.
- Coordinates conditional use permits, subdivision review, certificates of appropriateness, and rezoning applications.
- Conducts site plan review.
- Makes presentations to the Board of Historic and Architectural Review, Planning Commission, Board of Supervisors, and other boards or commissions as required.
- Writes technical reports and provides professional recommendations on critical land use decisions.
- Manages special projects and initiatives to further strategic planning goals of the County.
- Conducts detailed planning research and analysis for special projects.
- Acts as a liaison to developers.
- Performs related work as required.

- Conducts planning research, analysis, and conflict resolution on projects involving planning issues of high complexity and public interest.
- Drafts, prepares, and coordinates new ordinances and comprehensive plan elements to accommodate changes resulting from legislation or new County policies.
- Designs and implements citizen participation activities to encourage action or resolve problems related to planning activities and projects.
- Facilitates and negotiates resolution of complex issues relating to various policy and development proposals; builds consensus with community leaders and organizations, customers, advocates, and other affected parties via negotiations, mediation, and facilitation.
- Research federal and state grant funding sources, prepares and writes grant applications, and ensures compliance with grant requirements.
- Serves as Team Lead.

**MINIMUM QUALIFICATIONS TO PERFORM WORK:**

- Bachelor's degree in planning or related field (Master's degree preferred)
- Three to Five (3-5) years of progressively responsible experience in planning, rezoning, site plan review, subdivisions, architectural review, and/or historic preservation.
- Equivalent training, education, and/or experience.
- Possession of, or ability to obtain Certified Zoning Official with the Virginia Association of Zoning Officials.
- Possession of, or ability to obtain, membership in the American Institute of Certified Planners.
- Valid driver's license in the Commonwealth of Virginia.

**Knowledge, Skills, and Abilities:**

- Knowledge of administrative and management principles.
- Skill in managing planning functions for current and long-range planning.
- Ability to effectively communicate with elected officials, residents, regional partners, developers, and stakeholders in both oral and written form.
- Excellent written and oral communication skills.
- Proficiency in zoning principles, theories, practices, and administration.
- Ability to present facts clearly, both orally and in writing.
- Ability to use independent judgment.
- Ability to enforce ordinances, rules and regulations firmly, tactfully, and impartially.
- Ability to deal effectively and discretely with the public, Boards, Committees, and County employees.
- Ability to read and interpret maps, plats, and site plans.
- Ability to understand development ordinances and zoning codes.
- Ability to do field inspections that involve physical agility (climbing, kneeling, crawling, and walking)
- Proficient in the use of GIS.
- Basic computer skills required.

**PHYSICAL DEMANDS:**

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires fingering, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity and walking.

**To submit your application along with a cover letter, please visit:**

<https://www.surrycountyva.gov/362/Employment-Opportunities>