



## **Planner I #02200**

City of Virginia Beach – Job Description

Date of Last Revision: 05-24-2019

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 8

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform a variety of professional City planning, research, and analysis duties.

### **Representative Work Functions and Responsibilities**

Prepares and presents detailed reports on development proposals to government bodies

Prepare reports and maps on topics such as land use, zoning, area planning, comprehensive planning, area planning, Chesapeake Bay Preservation Area, urban design, and wetlands.

Provide spatial analysis to be utilized for area and comprehensive plans

Assists in resolving citizen and customer issues with zoning, land use, area planning, urban design, Chesapeake Bay Preservation, Wetlands and development process.

Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, subdivisions, conditional use permits, variances and other proposals

Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans

Develops planning studies and reports in support of new and updated plans, programs and regulations

Reviews or assists in the review of moderately difficult development proposals, site plans, or subdivisions for conformance with codes, plans, and regulations

Coordinates community review of public and private development projects

Provides information to the public regarding development regulations

Conducts field evaluations and assessments

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Interpret the zoning ordinance and the city council requirements as they relate to site plans, subdivisions, and Planning Commission agenda items.

Assist staff in preparation of subdivision variance review.

Prepare reports for public hearings on topics including wetlands, soil delineations, and water quality impact statements.

Conduct plan of development review related to preliminary subdivisions, construction plans, conditional use permits, subdivision variances, re-zonings, and site plan review for compliance with appropriate ordinances and city council requirements.

Assist with the development of architectural and design guidelines as related to land use.

Answer questions and assist applicants with the filing of rezoning, conditional use permits, street closures and subdivision variance requests for review by the planning commission and city council; and communicate both verbally and in writing with consulting engineers, City staff, and public on problems and questions regarding site plan review, development and zoning;

Perform various backgrounds research for site plan review and planning commission agenda items to provide the required information for a complete review; research and prepare responses to developers' or consultants' requests for waiver of conditions of subdivision regulations; perform zoning history research for planning commission agenda; research deeds and subdivision plats to determine applicability to development ordinances; and perform needed research on new and old ordinances and policies and make recommendations to staff based on the research for future action.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Review subdivision plats, site plans, and planning commission agenda items accurately and in a timely manner; interpret development ordinances and regulations correctly; accurately and diplomatically respond to requests for information and policy interpretation; and effectively communicate with staff, consulting engineers, and general public; accurately review and represent the staff's comments and recommendations; and prepare all reports and studies in a timely and professional manner. Attends evening and weekend meetings

### **Minimum Qualifications**

Bachelor's degree in Planning, Geography, Urban Studies, Architecture, Political Science or related field and two (2) years of experience utilizing the knowledge, skills, and abilities associated with such positions as Planner or Landscape Architect OR an equivalent combination of education (above high school level) and years of experience utilizing the knowledge, skills, and abilities associated with this position

### **Preferred Qualifications**

Masters' Degree in Urban/Regional Planning

### **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge

1. Knowledge of the principles and objectives of modern urban planning.
2. Knowledge of the theory and practice of land use planning.
3. Knowledge of regulatory practices related to development, environmental planning (stormwater management, nonpoint source pollution, erosion and sedimentation control), wetlands identification and architectural design elements.
4. Knowledge of research and statistical analysis techniques.
5. Knowledge of administration, organization, and function of municipal government.
6. Knowledge of comprehensive plan, zoning ordinances, site plan and subdivision ordinances.
7. Knowledge of engineering and surveying terminology.
8. Knowledge of the development review policies and procedures.

B. Skills

1. Skill in effective methods of establishing and maintaining working relationships.
2. Skill in both oral and written methods of communication.
3. Skill in general professional planning techniques as well as specific functional planning methods.
4. Skill in analyzing and compiling diverse data into technical reports and information packages for staff and public use.
5. Skill in reading and interpreting surveys, engineering plans, architectural drawings and formulating conclusions and recommendations.

C. Abilities

1. Ability to supervise work of varied technical staff.
2. Ability to communicate clearly and concisely in both written and oral forms.
3. Ability to make decisions and judgments on all available information.
4. Ability to work out compromises.
5. Ability to maintain composure in stressful situations.

**Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Sedentary work with occasional walking, standing, stooping, lifting and raising objects, exerting up to 10 pounds of force on a regular and recurring basis, and routine keyboard operations.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

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Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity, and field of vision, hearing, and speaking.

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