

# Planning and Zoning Specialist

(\$52,000 - \$70,000)

FLSA Status: *Exempt*  
Non Essential

## GENERAL DEFINITION OF WORK

Under general direction, the purpose of the position is to work with the Planning Commission, Board of Zoning Appeals, Architecture Review Board, Board of Building Code of Appeals, and Town Council. To guide long range land use planning and natural resource management for Town of Dumfries and to implement related programs and regulations, including zoning, subdivision, erosion and sediment control, and floodplain management. Employees in this classification will perform skilled technical work and are required to work with the public, including public presentations. The person in this position is responsible for monitoring changes in state and federal law and updating Town ordinances, as necessary, for consistency; initiating, preparing, and guiding through the adoption process revisions to the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance; preparing a variety of agenda, records, and documentation; conferring with the Community Development Director on zoning and subdivision topics; responding to public requests regarding land use management, natural resources, flood hazards, etc.; enforcing compliance with the Town's zoning and subdivision ordinance; serving on a variety of committees and boards; Reports to the Community Development Director; and performs related work as required.

## ESSENTIAL FUNCTIONS

*The following functions are intended only as 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.*

Provide technical assistance and information to customers at the public counter, via telephone and email;  
Review commercial, industrial and residential development plans for compliance with zoning requirements and calculate fees;  
Respond to and resolve citizen inquiries and comments regarding Building, Zoning and code enforcement Department;  
Conduct basic property records research and analysis and interpret economic, population and land use data;  
Assist in responding to requests for information from other departments and governmental agencies regarding the Comprehensive Plan, Zoning Code, Subdivision Code and Building Code;  
Process minor applications such as certificates of appropriateness, lot consolidations, lot line adjustments, deck permits, sign permits, certificate of occupancy, and remodel permits;  
Prepare reports, letters and memorandums for the Community Development Director and the Building and zoning inspector  
Perform routine office tasks in designated program areas, including data entry, imaging and retention of files, organizing files, answering phones, and maintaining and updating department reference manuals;  
Participate in coordinating public works, building and zoning activities with other Town departments and outside agencies;  
Assist in the establishment and maintenance of the comprehensive land use data base;  
Review business licenses for compliance with zoning regulations;

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Collect and record statistical information; Assist in public notices;  
Assist in inspections for nuisance and zoning violations;  
Assist in preparing grant applications and managing active grants;  
Attend night meeting on a limited basis;  
Prepare minutes and notes from Boards and Commission meetings;  
Assist in preparing and mailing violation notices, and  
Perform related duties as assigned.

**Specific responsibilities may include following work also:**

Planning related duties involve providing guidance in land use and permitting cases, assisting the Director of Community Development with short and long-range planning initiatives, reviewing site plans, working with developers, updating the Comprehensive Plan and various special projects related to development in the Town. This position will staff the Board of Zoning Appeals and assist the Director in staffing the Planning Commission and Architecture Review Board.

Zoning Administration duties include interpretation of current ordinances, review of requests for rezoning, variances, conditional use permits, sign permits, ordinance enforcement activities and updating ordinances to be in compliance with the Town's Comprehensive Plan.

Assists the Director of Community Development and works with various committees to update the Town's Comprehensive Plan.

- Prepares, distributes, and presents staff reports for development application cases to the Board of Zoning Appeals, Planning Commission, and Town Council.
- Conducts reviews of site plans, subdivision plats, variances, conditional use permits, zoning permits, and other development applications and provides technical comments for compliance with town, state and federal regulations.
- Makes official, quasi-judicial interpretations of the zoning ordinance that are subject to appeal, including determination of nonconformities and vested rights.
- Writes and recommends Zoning Text Amendments to ensure consistency between the Town's Zoning Ordinance and the Comprehensive Plan.
- Creates and maintains databases of all zoning projects and updates the status of the projects.
- Receives complaints and acts on zoning violations including any required investigations, preparing written notices, enforcing compliance, court appearances, and maintaining a log with status of each complaint.
- Develops recommendations regarding zoning permit fees.
- Updates the Comprehensive Plan land use maps and the Zoning Map, as necessary, including making reproducible copies available for distribution.
- Updates the Community Development pages of the Town website and community development forms, including fillable PDF files.
- Prepares maps, charts, and tables of various levels of complexity.
- Researches, collects, analyzes, and maintains statistical data and mapping; prepares technical studies and reports for a variety of purposes.
- Maintains records of rezoning, variances, conditional use permits, and any other documents pertaining to planning or zoning.
- Ensures all Public Hearing application and staff report materials are uploaded to the Town website for public review.
- Prepares and ensures meeting notices are published and posted within the required time determined by law.

- Prepares and updates various records and databases of existing land uses and approvals for each property in Town.
- Researches, reviews, and drafts policies and procedures for consideration by Town Council.
- Prepares project management critical paths process charts for cases such as site plans, rezoning, conditional use permits, and other planning or zoning cases to determine steps involved, time-lines, etc.
- Assists in the collection, interpretation, use and dissemination of U. S. Census Data.

**KNOWLEDGE, SKILLS AND ABILITIES;**

- Skill in interpreting the zoning ordinance and development regulations, explaining them in plain terms to citizens and businesses, and making official zoning determinations.
- Ability to read and interpret planning maps, subdivision plats, legal descriptions, site plans and architectural drawings.
- Skill in writing appropriate visioning language for the Comprehensive Plan and appropriate legal language for Zoning Text Amendments.
- Skill in the operation of a computer including composition of correspondence and email, developing spreadsheets, and PowerPoint presentations.
- Ability to work on several projects or issues simultaneously.
- Skill in enforcing the zoning ordinance to ensure compliance with thoroughness, tact, and diplomacy.
- Ability to maintaining effective working relationships and communicate effectively with elected and appointed officials, developers, residents, and businesses.
- Ability to analyze complex issues and develop alternative solutions and exercise good judgment in addressing issues.
- Ability to work independently.
- Skill in speaking before large and small groups.
- Other duties as assigned.

**EDUCATION/QUALIFICATIONS;**

**Required:**

A Bachelor’s Degree in Urban Planning or a related field with one to five years’ experience in planning and zoning, or a combination of equivalent education and experience.

**PREFERRED:**

A Bachelor or a Master’s Degree in Urban Planning or a related field.

AICP (American Institute of Certified Planners) certification.

VAZO (Virginia Association of Zoning Officials) Certified Zoning Administrator (CZA) certification.

Experience working in municipal/local government.

Experience in the use of Geographical Information Systems (GIS), Google Maps, or similar programs to generate maps for public presentation.

**OTHER REQUIREMENTS;**

As assigned other duties per Town management.

**MISCELLANEOUS REQUIREMENTS**

Must possess a valid Virginia driver’s license and pass a DMV Record Check and Criminal Background Check.

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