

Town of Haymarket, Virginia

Town Planner and Zoning Administrator

Job Summary:

This is a full-time salaried, exempt, professional position responsible for the administration of the Town's zoning and land development regulations, performing a variety of tasks related to permitting, plan and application review, project management, customer service, records management, research and analysis. The Town Planner/Zoning Administrator is the primary staff support to the Planning Commission, Architectural Review Board, and Board of Zoning Appeals.

Responsibilities:

- Administers and enforces land development regulations, including zoning and subdivision ordinance, and Town nuisance codes;
- Administers and updates the official zoning ordinance and map, review and approves zoning permits, issues zoning determinations and interpretations, enforces proffers and site plan approvals, and conducts zoning complaint investigation and enforcement actions as necessary;
- Reviews and prepares staff recommendations to the Planning Commission, Architectural Review Board, Board of Zoning Appeals, as well as to the Town Council concerning amendments to and applications under land development regulations, including site plan and subdivision applications, zoning text amendments, rezonings, special use permits, certificates of appropriateness, and variance and appeal applications;
- Provides regular staff support to the Planning Commission, Architectural Review Board, Board of Zoning Appeals including preparation and dissemination of agendas, staff reports, and supporting materials, as well as attend Town Council and other committees as needed or assigned;
- Provides technical assistance, information and guidance to citizens, property owners, business owners, and their representatives regarding Town planning and zoning regulations and policies;
- Coordinates review of zoning and land development applications among outside local, State and Federal agencies and works on the Town's behalf with outside agencies on planning-related studies and inquiries;
- Oversees planning related projects such as updating the Comprehensive Plan, gateway signs, Zoning Text Amendments or other projects as assigned;
- Maintains planning and zoning records and files as required by and in conformance with State Code and insures that all zoning applications are properly logged, tracked, filed, and updated;
- Insures that documents that require recordation are truly recorded with the Clerk of the Circuit Court of Prince William County, and that evidence of recordation is inserted in the appropriate file;
- Ensures that all required public hearings are properly scheduled and advertised in accordance with the State Code;
- Conduct site visits as necessary for zoning applications, enforcement actions, and for town projects or contractors as directed.
- Oversees and prepares updates and amendments to the comprehensive plan in coordination with the Planning Commission and Town Council;
- Coordinates with Town Attorney, Town Engineer, and Building Official as needed on planning, zoning, and development-related issues; and other duties as may be assigned.

Skills and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Required:

- Bachelors degree in planning or related field, master's degree preferred;
- 2 - 4 years' experience in planning preferably in a local government setting;
- Strong desire to continuing to further training or education to remain current with trade practices;
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government;
- Demonstrated ability to work collaboratively with elected and appointed officials, citizens and staff;
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations; and
- Ability to work independently, to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles, practices, techniques and law of contemporary zoning administration and urban planning, includes a working knowledge of applicable Federal and Virginia enabling legislation and laws.

Ability: Ability to plan, organize, and complete research, including statistical analysis. Demonstrate an ability to communicate effectively and accurately in oral, written, and graphic form including the ability to make presentations and speak effectively in public and with the media. Strong organizational and time management skills are required.

Skill: Good customer service skills and ability to establish and maintain good working relationships with the public, staff, and Town Officials. Demonstrate an ability to read, comprehend and review site plans, subdivision plats, construction plans, architectural plans and maps. Demonstrate working knowledge of computers, keyboarding, word processing and database management software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly in a business office setting where he or she is regularly to sit and occasionally required to exercise limited mobility. The employee is regularly required to talk, hear, read and interpret documents and correspondence and view and produce written and electronic documents. The employee is also required to use manual dexterity to type or write, and communicate with others in person and on the telephone. The employee must occasionally lift and/or move light weight to moderately-heavy items. The noise level in the work environment is usually quiet to moderate. The employee is also required to go off site to visit property in town and conduct inspections or enforcement actions which involves walking and potentially uneven ground.

Supervision:

This position reports directly to the Town Manager.