



## **NOTICE OF POSITION VACANCY**

### **DIRECTOR OF PLANNING and ZONING COUNTY OF KING WILLIAM, VIRGINIA**

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Director of Planning and Zoning. The full Job Description for this position is attached. Salary \$71,936 - \$75,000 depending on qualifications and experience with benefits.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources/>) along with professional resume and references may be submitted electronically (PDF format only, please) to [deputyclerk@kingwilliamcounty.us](mailto:deputyclerk@kingwilliamcounty.us) (Subject Line: Application-Director of Planning and Zoning) or by mail to: County of King William, Virginia, 108 Horse Landing Road #4, King William, VA 23086 - ATTN: Ms. Olivia Schools. Applications accepted until position filled. King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Director of Planning and Zoning</b>			
<b>Position No.:</b>	081110-1110-01			
<b>Position Type:</b>	Director			
<b>Pay Grade:</b>	E36			
<b>No. of Employees Supervised (10/17):</b>	RFT: 5	RPT: 0	WAR: 0	LTP: 0

**GENERAL DESCRIPTION:**

Under the general direction of the County Administrator, the Director of Planning and Zoning is responsible for providing professional land-use regulatory and comprehensive planning services to the King William County Planning Commission and Board of Supervisors. The position also serves as department head of the County Department of Planning and Zoning, which encompasses the environmental compliance/code enforcement, geographic information system (GIS) operations of the county government, as well as responsibility for E-911 system mapping and addressing. Serves as the zoning administrator and subdivision agent for King William County pursuant to local ordinances and Virginia law. The position supports various county boards and commissions including the Planning Commission, Board of Supervisors, Board of Zoning Appeals, Historic Preservation and Architectural Review Board and Wetlands Board, and provides expertise and guidance regarding land-use and related regulatory policies and activities. Undertakes other duties and functions related to the general planning and zoning activities of the county as directed by the County Administrator. Performs other duties as required. The position serves at the pleasure of the County Administrator. Work is performed with a considerable degree of latitude for independent judgment and action. Regularly-scheduled and frequent evening work is required; occasional weekend work may be required.

**ESSENTIAL FUNCTIONS:**

The Department of Planning and Zoning is an administrative division that works closely with the Inspections Department. The position is responsible for:

Planning, development, organization, implementation and evaluation all departmental programs; establishes policies and procedures; allocates staff and

resources; provides direction and oversight to subordinate staff who carry out the daily operations of comprehensive planning, zoning and subdivision code administration, and geographic information systems; ensures programs and services support established goals and objectives; assesses programs and services; and implements changes to improve department performance.

Supervision of department staff (3.5 FTE); hires new staff; organizes staffing structure; ensures staff obtain needed training and resources; establishes performance goals; evaluates performance; and makes recommendations regarding disciplinary actions as needed.

Serves as consultant and advisor to the County Administrator, elected officials and to assigned boards, commissions, committees, advisory boards and other bodies regarding comprehensive planning, land-use, zoning and development issues; makes presentations regarding departmental operating and capital budgets, Capital Improvement Plan, building studies, and department programs and accomplishments; provides expertise on erosion and sediment control, subdivision and zoning ordinance proposals, rezoning requests, and land use applications from developers and the general public; and provides analyses and recommendations to the County Administrator for use in decision making and strategic planning.

Chairs, staffs and/or supports various boards, commissions, committees and advisory boards; prepares agendas; attends meetings; provides oral and written reports regarding agenda items, proposals and plans; and represents county at statewide and regional meetings.

Preparing and posting legal and other advertisements, notice letters and position reports for rezoning requests, conditional use permits, and other land use proposals; and distributes information to media, boards, commissions and general public.

Reviews engineering, architectural and technical drawings and documents submitted on comprehensive site plans, subdivisions and other land use proposals; performs site visits and inspections of projects; ensures compliance with ordinances and regulations; and provides direction to parties as needed.

Undertakes studies pertaining to community development functions and zoning, planning and land use issues; collects and analyzes data; reviews ordinances; identifies impacts of proposals and of applicable local, state and federal regulations; and makes presentations pertaining to same.

Establishes effective working relationships with developers, contractors, land owners, and attorneys; provides guidance pertaining to planning and community

development processes, zoning ordinances, and related laws and requirements; interprets codes; ensures compliance with applicable regulations and ordinances; attends public meetings and responds to questions to discuss planning and development issues.

Responds to questions and complaints from landowners, developers, and the general public; and resolves issues which cannot be addressed by subordinate staff.

Assist departmental staff and/or County Attorney with cases and litigation pertaining to zoning/subdivision and other code violations and department actions; testifies in court as needed.

Performs administrative duties for the department; manages the department's financial resources; prepares budget recommendations; administers approved budgets; monitors expenditures; and writes and administers grants as directed by County Administrator.

Monitors and enforces compliance with the county's zoning and subdivision ordinances and applicable state law and regulations; visually inspects development and violation sites; receives and investigates complaints of potential violations; conducts site reviews; and documents complaints and findings.

Conducts inspections of projects and of property sites which are the subject of citizen complaints: identifies violations to zoning and codes and ordinances; prepares and issues code violation notices; identifies necessary corrective action; and discusses violations with property owners, residents, and other interested parties.

Receives and reviews site plans and zoning permit applications; researches information for reviews including GIS and ARC information; consults zoning maps and aerial photographs; ensures compliance with zoning and development ordinances; identifies violations and needed corrective actions; and issues zoning permits and land disturbance permits for projects which meet applicable requirements.

Consults with contractors, developers and the general public regarding zoning ordinances and related issues; responds to questions, complaints and/or requests for information; researches and provides requested information; and explains and interprets Department policies and procedures, and zoning and development ordinances.

Performs various administrative duties in support of departmental operations; prepares reports of analyzes and data collection; maintains records, files and documentation; enters information into department databases; and prepares correspondence, memos, production reports and case updates; and maintains records of violations, documentation, and actions taken.

Provides staff support to various boards, commissions, committees and advisory boards and other bodies as assigned; prepares materials for agenda items; attends meetings; and provides technical expertise regarding zoning ordinances, issues and activities.

**SECONDARY FUNCTIONS:**

Performs general administrative and clerical duties in support of assigned responsibilities including preparing correspondence, entering, and retrieving data, and answering telephones.

May serve on various boards, commissions, committees, advisory boards and similar groups representing the county government or county administration as directed by the County Administrator or as appointed by the Board of Supervisors.

May be involved with various aspects of the county's economic development program as it relates to general community development goals and objectives as directed by the County Administrator.

Performs other related duties as required by the County Administrator.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

This is an intermediate to advanced-level position requiring, minimally, a bachelor's degree in urban and regional planning or public administration with at least five (5) years of progressively responsible experience in community development, planning and zoning/subdivision code administration, preferably in a rural county environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Familiarity with Virginia law regarding local government land-use and comprehensive planning matters.

## **PREFERRED EDUCATION, TRAINING AND EXPERIENCE:**

Master' degree in urban and regional planning with at least seven (7) years of progressively responsible experience in planning and zoning/subdivision code administration in a rural county environment; along with at least two (2) years of experience in departmental management and supervision of subordinate staff and experience with economic development.

**American Institute of Certified Planners (AICP) designation (American Planning Association).**

**Current certification as a Combined Erosion and Sediment Control Administrator (Virginia).**

**Current certification as a Zoning Official/Zoning Administrator (Virginia).**

**Current certification as a Floodplain Manager (CFM).**

## **OTHER POSITION REQUIREMENTS:**

**Must** possess and maintain Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicle is required).

**Must** be able to obtain Virginia certification as Combined Erosion and Sediment Control Administrator within two (1) year of employment.

**Must** be required to obtain Virginia certification as a Zoning Official/Zoning Administrator (CZO) within first two (2) years of employment or other time frame specified by County Administrator.

**May** be required to obtain certification as a Floodplain Manager (CFM) within first three (3) years of employment or other time frame specified by County Administrator.

**May** be required to complete other training and/or obtain certifications in various other areas related to essential and secondary functions within time frames specified by County Administrator.

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word. Proficiency with current Adobe PDF software.

## **GENERAL STANDARDS OF PERFORMANCE:**

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the County.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods approaches, policies and procedures for enhancing the effectiveness of County operations. Employs imagination and creativity in the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip. Listens to and considers employee suggestions and complaints and responds appropriately. Maintains the respect and loyalty of subordinate employees and reciprocates in kind.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and

adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under Essential and Secondary Functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

### **SPECIAL STANDARDS OF PERFORMANCE:**

In addition to the general standards of performance, the nature of the position's responsibilities require the following special standards of performance:

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County policies, standards, methods and procedures.

Decision Making: Uses discretion and judgment in developing and implementing courses of action. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing financial and political environment, and appropriate sensitivity to external issues and exercise of discretionary judgement is frequently required.

Leading: Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles



of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Staffing: Works with upper management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

## PERFORMANCE APTITUDES:

Satisfactory performance in the job necessitates the following aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Vehicles, Equipment and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of motor vehicles, equipment and materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances – some infrequent exposure might be expected.

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.*

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