



County of King William, Virginia  
Est. 1702

**NOTICE OF POSITION AVAILABILITY**  
**PLANNING AND BUILDING ASSISTANT**  
**COUNTY OF KING WILLIAM, VIRGINIA**

The County of King William, Virginia is currently accepting applications for the above position. The Position Description for this position follows. The salary range for this position is \$30,910 to \$38,000, depending on qualifications and experience.

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-Planning and Building Assistant) 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.

The County of King William, Virginia is an Equal Opportunity Employer.



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# POSITION DESCRIPTION

## Planning and Building Assistant

Grade N13

Department: Planning and Zoning

### General Description of Duties

The Planning and Building Assistant provides administrative and planning-related technical support to the Department of Planning and Zoning on a full-time basis. The position is responsible for providing both additional general administrative office support as well as technical planning assistance enabling the Planning and Zoning Department to meet the demands and expectations of the citizens of King William County, providing additional capabilities when other departmental employees are absent or otherwise unavailable. Additional functions will include clerical functions, eventual transition into performing limited inspections, providing information to citizens, and providing existing full-time staff the time needed to more vigorously pursue other necessary projects. As such, duties of the position will be varied and contain some general overlap in workload customarily performed by other full-time personnel in the Planning and Zoning Department. Performs other related duties as directed. Work is performed with a limited degree of latitude for independent judgement and action. Periodic evening work may be required. The position reports to and works under the direction of the Director of Planning and Zoning.

### Essential Functions

- Providing a positive service to all persons interfacing with the Planning and Zoning Department.
- Providing courtesy and respect towards all persons and handling all matters with accuracy and tact.
- Interacting well with fellow employees as well as visitors.
- Providing clerical functions to pursue property maintenance issues, including notifications,

- May receive training to conduct inspections along with the the Environmental Compliance/Zoning Officer.
- Taking in complaints and serving as a primary staff contact for the complainant(s) and those found in violation.
- Providing general information to citizens by serving as a bridge between inquiries handled by the Planning and Building Administrative Assistant and the GIS Technician and those that require handling by the Director of Planning and Zoning or the Environmental Compliance/Zoning Officer.
- Performing clerical duties, particularly in the areas of notifying property owners when a land use application is received or notifying the paper of legal ads,
- Providing other general administrative and customer service functions as needed.
- Duties of the position will be varied and contain some overlap in workload customarily perform by other personnel in the Planning and Zoning Department.
- Generally assisting in the many functions of the planning and building departments, as directed by the Director of Planning and Zoning, allowing full-time staff to more vigorously pursue other needed projects.

### **Secondary Functions**

- Acts as backup for general responsibilities when other departmental employees are absent or out of the office.
- Performs related duties as directed by the Director of Planning and Zoning.

### **Minimum Education, Training & Experience**

- Pursuing or obtained a Bachelor's degree, or a combination of education and experience necessary to perform required duties.
- Experience and/or training that include office procedures, use of modern office equipment and computer software and employment within a demanding work environment.

### **Preferred Training & Experience**

- Administrative experience in a local government environment.
- Training and/or certification in land use related matters.
- Prior experience in a local government planning and zoning department.

### **Other Position Requirements**

- Must possess and maintain Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicles is required).
- Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook and Word, and use of Adobe PDF or similar software.

## Performance 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.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or 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. Ability to take handwritten notes clearly, rapidly and accurately.

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

**Environmental Factors:** Tasks are regularly performed in a modern office environment without significant 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.

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*King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*NOTE TO POSITION APPLICANTS: This Position Description is subject to further modification prior to and following filling of the position.*