

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1085

**TITLE:** EXECUTIVE DIRECTOR TO THE PLANNING COMMISSION

**GRADE:** E-05

**DEFINITION:**

Under direction, serves as senior staff advisor to the Planning Commission members on land use policy in Fairfax County; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a single position class and is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Serves as advisor to the Planning Commission members on land use policy in Fairfax County;

Maintains working knowledge of State Code provisions, County Ordinances, and the Comprehensive Plan to readily advise Commissioners on any pending land use applications;

Coordinates scheduling of all incoming land use applications with appropriate Commission member(s), the Office of the County Executive, and the Departments of Planning and Zoning, Transportation, and/or Public Works and Environmental Services, as appropriate;

Researches and prepares advisory reports on planning, zoning, and administrative matters as requested;

Oversees induction process and insures provision of orientation training seminars for incoming Planning Commission members;

Serves as staff assistant to assigned committees of the Planning Commission;

Monitors progress of responses to Committee requests for information;

Serves as liaison officer to other County Boards, Commissions, Authorities and County Staff Departments;

Maintains and promotes good public relations with all segments of County government, the press, and the public;

Assists and advises Commission members in analyzing and evaluating data presented by applicants on cases and special consideration items, e.g., site plan appeals, requests for waivers, etc.;

Disseminates information pertaining to all official Commission actions to the Board of Supervisors, other County agencies and the general public, as applicable;

Oversees production of *PC Roundtable* broadcasts; coordinates with Commission Chairman on schedule, topics, guest selection, and questions; handles post-production review with Channel 16 staff; coordinates other educational outreach activities, such as the quarterly newsletter, and periodic news releases, as necessary;

Exercises overall supervision of all staff members;

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Performs other duties by the Planning Commission, and/or County Executive and completes special projects, as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Thorough knowledge of applicable State Code provisions, County Ordinances, and the County Comprehensive Plan;

Thorough knowledge of pertinent County policies;

Ability to keep abreast of latest Federal, State, and judicial rulings on land use matters, providing prompt and efficient assistance and analysis to Commission members;

Ability to analyze and offer advice on policy matters to all committees;

Ability to represent the Planning Commission at official functions;

Ability to make clear and timely presentations on Commission functions/actions to the press and civic groups;

Knowledge of local cable program production processes;

Ability to effectively supervise overall office operation and ensure smooth and efficient functioning of all activities;

Ability to exhibit and maintain excellent working relationship with members of the Planning Commission Committees and with all liaison groups;

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following: Graduation from an accredited four-year college or university with a degree in public administration, planning, business administration, or a closely related field, plus six years of increasingly responsible managerial and administrative experience. A Master's Degree in one of the above areas may be substituted for one year of experience.

REVISED:	March 15, 2013
EXEMPT CODE CHANGE:	June 2009
ESTABLISHED NEW CLASS #	July 2006