

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1120 **TITLE:** DIRECTOR OF PLANNING & ZONING **GRADE:** E-12

DEFINITION:

To plan, organize, and direct the Office of Comprehensive Planning as it analyzes all land-use proposals, conducts environmental and market analyses, maintains the Comprehensive Plan and Zoning Ordinance, prepares the Capital Improvement Program, researches and proposes land-use policies, reviews and issues land-use related plans and permits, enforces the Zoning Ordinance, and provides programs associated with the conservation of the County's historical and archaeological resources; to formulate and implement agency goals and objectives and manage ongoing programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class 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:

Directs and manages the work of the Office of Comprehensive Planning, including establishing goals and objectives, assigning duties, developing work programs, setting priorities, and developing and implementing employee training programs;

Oversees preparation of the agency operating budget;

Establishes controls over expenditures;

Assures that official actions of the Board of Supervisors are correctly interpreted and implemented into work activities of the department;

Serves as an expert witness in litigation concerning County planning and development;

Authorizes the purchase of capital equipment and operating supplies;

Assures quality control of work completed;

Identifies deficiencies, highlights areas of strength, and makes necessary changes to improve agency efficiency and effectiveness;

Represents the County Executive, Deputy County Executive for Planning and Development, and/or Board of Supervisors in contacts with the public, development industry, other governmental agencies, and elected officials;

Oversees the administration and enforcement of the Zoning Ordinance for the County, as well as the laws and regulations relating to rezoning applications, special exceptions, special permits, variances and appeals;

Responds to public inquiries relating to provisions of the Zoning Ordinance;

Directs and participates in the preparation of Court actions relating to the enforcement provisions of the Zoning Ordinance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of planning and development in the public sector; specialized knowledge in land use, capital improvements, and regional economic planning;

Thorough knowledge of the principles and practices of local government organization;

Understanding of the social factors involved in local government planning;

Skill in public speaking;

Demonstrated ability to effectively plan and supervise the work of a large governmental planning organization;

Ability to plan and implement a long range planning program;

Ability to administer, interpret and amend as necessary the provisions of the Zoning Ordinance;

Ability to effectively serve as an expert witness;

Ability to establish and maintain effective working relationships with the public, elected officials and subordinates;

Ability to work under stress.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a Master's degree in planning, economics, or a related field from an accredited college or university; plus six years of increasingly responsible professional planning or zoning experience, to include supervision of the planning operations and/or zoning administration of a large urban community.

PREFERRED SPECIAL REQUIREMENT:

Registration as a Certified Planner with the American Institute of Certified Planners.