

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1124

TITLE: ASSISTANT DIRECTOR, DEPARTMENT OF PLANNING AND ZONING

GRADE: S-35

DEFINITION:

Under general direction of the Director of the Department of Planning and Zoning directs the administration and operation of one of the following major departmental functions – long range land use planning, Zoning Ordinance administration or development review/short term planning and development; assists in the administration of the Department of Planning and Zoning; represents the Department in various forums such as on cross-cutting teams; acts for the Director in his absence or at meetings; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions allocated to this managerial class, oversee the activities of a major division within the Planning and Zoning Department and participate in the planning, direction and implementation of the agency's programs and services.

ILLUSTRATIVE DUTIES:

Assists the Director of Planning and Zoning in the overall administration of the County's land use and zoning processes;
Develops and directs the overall work program and management plans for his/her division;
Makes staff assignments and other allocations of division resources;
Plans, organizes, selects, trains and directs the activities of his/her division;
Prepares work programs to accomplish the mission of the organization, assists in planning activities of the office;
Represents the Department Director at meetings with employees, citizens, government appointed and elected officials;
Represents the Department on cross cutting teams;
Makes recommendations for improvements to the County's land use planning and zoning processes;
Assists the Director in the planning, administration and management of the activities of the Department;
Directs long-range planning and fiscal control;
Assists in the preparation of division and department budgets;
Assists leadership/oversight for assigned special studies and reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the principles and practices of regional and urban planning and environmental impact of land use;

Demonstrated knowledge in the preparation of comprehensive land use, planning, zoning or related reports;

Thorough knowledge of the Zoning Ordinance and County policies and procedures relative to planning and zoning, personnel regulations, and other associated areas;

Represent the Department on various cross departmental teams;

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Knowledge of research methods;

Ability to develop effective and cooperative working relationships with local officials, other county staff, the public, consultants and contractors;

Ability to gain and maintain the confidence and cooperation of the officials, employees and the public;

Ability to make interpretations of complex research data;

Ability to speak and write effectively;

Considerable knowledge in budgeting and administration;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from college **in a planning-related field** and six years of increasingly responsible experience within the specific area of assignment – long range planning, short range planning and/ or zoning. At least two years of experience must have been as a supervisor of a major functional area.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency.

PREFERRED SPECIAL REQUIREMENTS:

Member of the American Institute for Certified Planners

REVISED: April 14, 2006
ESTABLISHED: July 1977