

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5205 **TITLE:** PLANNING DIVISION CHIEF **GRADE:** S-33

DEFINITION:

Under direction, plans and directs the work of a major division and to participate in the development of overall policy for the Office of Comprehensive Planning; and performs related work as required.

ILLUSTRATIVE DUTIES:

Formulates and administers the work program and manages the staff assigned to either the Planning or Zoning Evaluation Division;
Implements policies, plans and ordinances which conserve and protect environmental, economic and social resources of the County;
Assures that official actions of the Board of Supervisors with respect to planning, zoning and development activities are correctly interpreted and translated into work activities;
Oversees the evaluation and processing on an annual basis of proposed amendments to the adopted comprehensive plan, preparation of the annual five-year Capital Improvement Program, administration of the long-range planning program and the annual plan review;
Formulates and reviews proposed Zoning Ordinance and Plan amendments;
Directs the preparation, processing, and formulation of recommendations for rezoning applications, special exceptions, special permits and variance applications;
Provides guidance and policy on issues related to the Board of Zoning Appeals;
Interprets proffers, special exceptions and special permit conditions;
Represents the agency and the County in negotiations with applicants and in contacts with elected officials and others;
Develops and coordinates overall work programs and management plans;
Makes staff assignments and other allocations of Division resources;
Provides continuing management review of ongoing tasks and special study projects to ensure timely and satisfactory completion;
Coordinates and directs County participation in technical regional committees;
Formulates the annual Division budget for incorporation into the overall OCP budget;
Monitors Division expenditures;
Provides expert testimony and coordinates studies for use in County litigation on planning, environmental and zoning matters;
Makes presentations to the Board of Supervisors, Planning Commission and citizen groups;
Establishes goals and objectives with respect to substantive planning and zoning functions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

Thorough knowledge of the principles and methods of public administration;
Knowledge of research methods;
Knowledge of topography, civil engineering, economics, sociology and statistics;
Thorough knowledge of the Zoning Ordinance and County policies and procedures relative to special exceptions, rezoning and proffer agreements;
Ability to plan and supervise the work of subordinate personnel;
Ability to speak and write effectively;
Ability to make interpretations of complex research data;
Ability to maintain effective relationships with the public and other County officials.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in planning or related field; a minimum of six years of progressively responsible professional experience in the planning field, including several years in the specific area of assignment, i.e., long-range land use planning or zoning evaluation. A master's degree may be substituted for one year of experience.

REFORMATTED/REVISED: December 3, 2007

REVISED: March 25, 1988