

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5210

TITLE: PLANNER V

GRADE: S-31

DEFINITION:

Under general direction, serves as Branch Chief or Assistant Division Director within a division (e.g. Zoning Permit Review Branch within the Zoning Administration Division); plans, coordinates and supervises an operating branch within the department consisting of a group of professional planners and technical staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Work at this level is predominately managerial and administrative (e.g. budget, staffing and program development for a branch). The Planner V is distinguished from the Planner IV in that the Planner V represents the initial level of managerial responsibility within the Planner series and serves as Branch Chief or Assistant Division Director, supervising a group of professional planners whereas the Planner IV has no managerial responsibility, may supervise complex planning work and/or performs advanced specialist planning and zoning work and manages the department's most complex projects and/or applications.

The Planner V is distinguished from the Planning Division Chief in that the Planner V oversees and manages a branch within the division (Zoning Permit Branch within the Zoning Administration Division) whereas the Planning Division Chief oversees a large division consisting of several branches (e.g., Zoning Administration Division, Zoning Evaluation Division and Planning Division).

ILLUSTRATIVE DUTIES:

Plans, supervises, and directs the work of a group of planners, technicians, administrative assistants, and/or inspectors in land use planning, zoning, research, public facilities planning, environmental planning and related projects;
Coordinates responses to complex planning, zoning and/or development review questions received by the Branch, Division and/or the Department;
Supervises report production and distribution, legal advertising, scheduling of public hearings, and/or posting of property;
Participates in negotiation sessions, meetings and conferences with the Board of Supervisors, Planning Commission, Board of Zoning Appeals, developers and/ or citizens);
Prepares and presents reports to County Boards and other groups; Provides policy guidance and interpretations of documents and materials relevant to the specific Division, such as the Comprehensive Plan and/or the Zoning Ordinance;
Presents staff's position at public meetings before the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and other bodies;
Reviews and/or edits complex documents land development proposals including land use, design, transportation, engineering, architectural, design, building plan components and/ or proposals in Commercial Revitalization and other special areas, including the capital improvement program, public facility site selection review, and trail planning efforts;
Assists in the establishment of policies, procedures and priorities for the operating programs of the Division;
Participates in the formulation, implementation, and maintenance of the Department's Strategic Plan;
Completes semi-annual and annual performance evaluations;
Hires new employees, including formulating questions, interviewing, and selecting employee;

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Trains and mentors/coaches new employees within the Branch;
Reviews and edits all written documents produced by the Branch;
Represents the Division Director at meetings with County staff, developers, applicants, and citizen groups;
Represents the Department and the County in negotiations with applicants, citizens, County staff and others on specific areas of expertise as it relates to the position;
Provides expert testimony in a court-of-law regarding planning and/or zoning issues;
As Assistant Division Director, prepares the Division's budget, quarterly reports, and other management indicators and assists with Division's administrative activities;
As Assistant Division Director, serves as Acting Director in the absence of the Division Director;
As Assistant Division Director, reviews/approves all expenditures/reimbursements for the Division;
Reviews contract management tasks performed within Branch;
Authorizes payments to consultant contractors for professional services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the Zoning Ordinance, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;
Thorough knowledge of the theories, principles and practices of urban planning and zoning;
Thorough knowledge of local government areas of specialization, including planning or zoning, management procedures, and principles of supervision;
Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;
Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;
Ability to supervise and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;
Ability to identify process/ programmatic problems, to envision and propose effective solutions, and to apply consistently sound judgment in a variety of situations;
Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;
Ability to coordinate the preparation of comprehensive planning and technical zoning reports;
Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;
Ability to communicate effectively, both orally and in writing;
Ability to communicate Department's mission, goals, and values to staff, elected officials, and citizens.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university in a planning-related field;
PLUS five years of experience in a planning-related field (preferably in the specific area of assignment). A Masters degree may be substituted for one year of the required experience. The years of experience should include a minimum of three (3) years of experience in the specific area of assignment, e.g., zoning evaluation, zoning administration, zoning enforcement, public facility, environmental and/or land use planning.

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CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: April 15, 2007
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REVISED: January 12, 1981