

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

**CLASS CODE:** 5212

**TITLE:** PLANNER III

**GRADE:** S-27

**DEFINITION:**

Under limited supervision, performs independent advanced, professional planning and zoning work on complex applications and projects with a variety of issues and implications; OR supervises, coordinates, and participates in the technical planning work of a small group of planners; OR performs advanced planning work (e.g., CIP, multi-agency projects, environmental projects); and performs related assignments as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Planner III is distinguished from the Planner II in that the Planner III is assigned complex applications and projects and performs advanced planning and zoning work whereas the Planner II works on assignments that are less complex in nature and is the full-performance level.

The Planner III is distinguished from the Planner IV in that the Planner III performs independent, professional planning and zoning work which is advanced in nature whereas the Planner IV directly manages the department's most complex projects which have significant policy or regulatory implications and represents the department as a recognized authority, serving as an internal consultant in areas of expertise.

**ILLUSTRATIVE DUTIES:**

Prepares detailed staff reports on complex zoning applications, Ordinance amendments, Plan amendments, public facilities proposals, and appeals of the Zoning Administrator's decisions; Represents the County in negotiations of proffers, conditions, and positions with applicants, citizens, County staff;

Conducts special studies resulting in the adoption of amended Plan text, the formulation of new land use policy, and/or amendments to the Zoning Ordinance;

Reviews complex zoning applications for compliance with submission requirements, and maintains County computer databases and records;

Collects, compiles and analyzes data relating to zoning, land use, transportation, public facilities, recreational, and environmental planning and prepares documents;

Presents staff positions at public hearings before the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and/or Park Authority Board; Responds to land use, planning, and zoning inquiries and prepares interpretations both orally and in writing;

Coordinates with other County agencies, interest groups and other jurisdictions on various assignments;

Serves as lead planner for a revitalization area;

Directs the work of a team or a small group of planners and planning technicians working on a special project;

Supervises the work of a smaller work unit;

Assists in the administration and management of work programs involving the administration, enforcement, interpretation and amendment of the Zoning Ordinance and Comprehensive Plan;  
Serves as staff liaison to task forces and advisory boards;  
Serves as mentor for other Planners in the series;  
Conducts park master planning process and prepares related plans and reports;  
Performs project management including contracting consultants, preparing schedules and administering the project budget.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Advanced knowledge of the principles of urban planning and zoning;  
Ability to read, comprehend, and interpret documents relating to land use, zoning, environmental planning, public facilities, and information technology, among others;  
Ability to write, proofread, edit, and rewrite documents effectively and to produce accurate documents with only limited, oversight supervision;  
Ability to collect, synthesize and analyze research data and to present in written form;  
Ability to analyze and evaluate land use and development plans and to form sound practical recommendations;  
Ability to use a computer to access information, to conduct research and to perform basic word processing and spreadsheet operations;  
Ability to establish and to maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizens;  
Ability to speak and to respond to questions effectively before individuals, citizen groups and public bodies;  
Ability to prepare clear and concise written and oral reports;  
Ability to set individual priorities, to manage time efficiently, and to exhibit sound judgment;  
Ability to manage complex projects independently or to serve as a team leader;  
Ability to meet and to deal effectively with County representatives, clients and the public;  
Ability to identify effective solutions to process or programmatic problems.

**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 four 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 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.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: April 15, 2007  
REVISED: June 29, 2004  
ESTABLISHED: January 12, 1981