



Fluvanna County, Virginia  
Department of Community Development  
Job Description

**PLANNER/GIS TECHNICIAN**

<b>Job Class #:</b>	5130
<b>Pay Grade:</b>	17
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of Community Development

**SUMMARY**

Performs intermediate level professional work in a variety of planning, zoning, mapping assignments in the Community Development Department; does related work as required. Work is performed under regular supervision of the Director of Community Development.

**ESSENTIAL FUNCTIONS**

*(These are illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Planning

- Responds to inquiries and provides information regarding GIS data, site plans, subdivisions, and other planning processes, as needed.
- Assists with staff reports for the Planning Commission, Board of Supervisors, and Board of Zoning Appeals.
- Presents and analyzes projects for the Technical Review Committee, as needed.
- Analyzes, develops, and/or presents spatial data to County Administrator, Planning Commission, and Board of Supervisors members, as requested.
- Reviews site plan and subdivision applications; assists with requests for special use permits and variances.
- Provides support and assistance to the Director of Community Development with the enforcement of zoning and subdivision regulations, as needed.
- Assists with planning and community development grants.
- Completes zoning and setback verification for building inspectors, as needed.

GIS

- Maintains Shapefiles of all County GIS layers.
- Utilizes ArcMap to create land parcel maps.
- Serves as County liaison for third-party WebGIS layer updates and corrections.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles and practices of planning.
- Thorough knowledge of economics, sociology and finances as applied to planning.
- General knowledge of the county's subdivision and zoning ordinances.
- General knowledge of GIS system use and capabilities; ability to learn technical GIS layering

- Ability to learn planning and zoning software programs such as WebGIS and ArcMap.
- Ability to compile, analyze, and present technical and statistical information.
- Ability to interpret County policies and Ordinances.
- Ability to establish and maintain effective working relationships with associates, representatives of other public agencies and the general public.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

Minimum

A Bachelor’s degree in Planning, Architecture, political science, economics, or a related field. A combination of experience and education will be considered.

Preferred

- Prior work experience in local government
- GIS Professional (GISP) Certification
- Prior experience and/or training with ArcGIS

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental or weather conditions during field work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

**POST OFFER REQUIREMENTS**

- Background Check

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
9/10/2019	9/9/2019	9/10/2019	9/18/2019