



Town of Chincoteague

TOWN PLANNER

GENERAL SUMMARY:

The Town Planner works under the direct supervision of the Town Manager and is responsible for the development, amendment and interpretation of the Town Ordinances, Comprehensive Plan, Zoning Ordinances, and Subdivision Regulations. The Town Planner also serves as professional staff to the Planning Commission and Board of Zoning Appeals. The Town Planner often works independently, and possesses significant knowledge of planning, zoning, development, and design functions. The Planner oversees development projects, floodplain management, Comprehensive Plan updates, GIS resource mapping and subdivision site review. The Town Planner researches, writes, submits and administers all State and Federal Grants. The Planner works with municipal departments, town boards, committees and commissions, state departments and chambers of commerce to develop and implement short-and long-range planning and economic development projects, and initiatives.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of planning functions associated with developing and enforcing various rules and regulations that structure and guide the Town of Chincoteague's current and future growth and development;
2. Responsible for all planning services and activities, manages the development and implementation of planning goals, objectives and priorities; recommends and administers policies and procedures;
3. Provides administrative and technical support, and guidance to the Planning Commission and Board of Zoning Appeals. Acts as support staff for both entities;
4. Assists Zoning Administrator in preparing reports, minutes and agendas for Planning Commission and Board of Zoning Appeals.
5. Prepares and administers Federal and State grant proposals and programs;
6. Performs long and short-term planning studies and analysis;
7. Develops and implements special projects as directed;
8. Supervises and coordinates applicable local, state and federal laws, and regulations regarding land development;
9. Maintains and implements the Town's Comprehensive Plan, land development and subdivision regulations;
10. Assumes responsibility for related projects and functions that impact planning and development;

11. Reports to and receives direction and assignments from the Town Manager;

12. Performs other duties, as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Answer questions, regarding ordinances and regulations, and interprets them in response to questions from the general public and those developing property regarding land use, subdivision, development and use of property;

2. Reviews applications and plans submitted by developers for completeness and conformance to the requirements of zoning and other ordinances affecting development as well as applicable municipal policies and procedures;

3. Requires incomplete plans to be revised before submission to the Planning Commission;

4. Provides coordination of all Planning Commission activities, including agenda preparation, technical reports and recommendations on specific items, preparing public notices and legal advertisements required for these meetings and/or specific discussion topics;

5. Attends all after hours meetings, as required, in support of the Planning Commission and Board of Zoning Appeals; Attends other meetings as required by the Town Manger;

6. Keeps the Town Manager informed of issues that affect the Town;

7. Works closely with department heads, regarding the development of Town-wide goals within the Planner's purview;

8. Recommends approval, denial or conditional approval of land use and subdivision applications and proposals;

9. Advises Planning Commission on project feasibility, cost-effectiveness, regulatory conformance and possible alternatives;

10. Conducts field investigations, surveys, impact studies or other research to compile and analyze data on economic, social, regulatory and physical factors affecting land use;

11. Reviews and evaluates environmental impact reports pertaining to private and public planning projects, and programs;

12. Provides copies of preliminary development plans to appropriate department heads for review and comment prior to Planning Commission action and forward comments to the Commission;

13. Assesses annual and multi-year goals;

14. Works with GIS/IT as well as County personnel to update and maintain maps;

15. Periodically reviews the elements of the Comprehensive Plan for changes and revisions and assumes responsibility for undertaking all required updates of the plan;

16. Oversees the work of consultants; draft requests for proposals or qualifications; prepares agreements; monitors consultant contracts and project budgets;

17. Works with Public Works and consulting engineers, attends and conducts field inspections when necessary or requested;

18. Provides required research and information to the Planning Commission and Board of Zoning Board Appeals as required;

19. Prepares grant applications and works with the applicable state and federal agencies during the application and review processes.

20. Researches and prepares sample ordinances for consideration of the Planning Commission and Ordinance Committee for all sections of the Town code.

21. Provides information on all Town ordinances and regulations.
22. Prepares requests for proposals for planning related studies and purchases, reviews submittals, and make recommendations to the Town Manager regarding the award of contracts;

JOB QUALIFICATIONS:

1. Post Secondary degree from an accredited college or university in the area of Municipal Planning, Land Planning, Civil Engineering or other related field, preferred;
2. Five years of experience in regional or local planning or equivalent combination of education and experience (including volunteer experience which demonstrates possession of required knowledge, skills, and abilities).
3. Knowledge of the principles and practices of planning including related State laws and Town ordinances pertaining to local and regional planning activities.
4. Knowledge of objectives, principles, procedures, standards, practices and information sources of planning;
5. Knowledge in the formulation of policies, ordinances, and regulations and the implementation of state, regional and municipal ordinances;
6. Ability to initiate, develop, document, and present proposals for long and short-range planning. Knowledge of methods used in developing information for planning;
7. Ability to initiate, develop, document, and present proposals for long and short-range planning.
8. Ability to review and comprehend, engineering drawings, plans, maps, and specifications.
9. Knowledge and understanding of construction materials as they relate to a project;
10. Ability to listen, negotiate and communicate effectively, both orally and in writing with a diverse range of people;
11. Ability to read and comprehend the requirements of various statutes, ordinances, and regulations;
12. Ability to interpret maps, understand and evaluate site and building plans and specifications, graphs and statistical data;
13. Ability to work cooperatively with other employees and the general public;
14. The ability to operate various types of office equipment;
15. Proficiency in all modules of Microsoft office 365.
16. Prepare and present clear and concise reports, correspondence and other written materials, including reports to the Town Council and other boards and committees;

WORKING CONDITIONS:

1. Work performed both in an office environment which requires the ability to sit, view, comprehend and concentrate on written information for extended periods of time; and, in the field requiring the ability to walk through all conditions of raw land in all weather conditions;
2. Communicating in person or over the telephone or computer which requires the ability to speak understandably, hear adequately, and express ideas, concepts, and instructions in a clear and concise manner;

3. Assemble various office materials and equipment and infrequent lifting and carrying up to twenty-five pounds;
4. Written communication is an integral part of the position, requiring the ability to write legibly, formulate understandable sentences and paragraphs, clearly explain complicated concepts, and read and comprehend written communications submitted by others;
5. Requires the manual dexterity to operate various pieces of office equipment;
6. Competent in addressing various municipal boards and commissions in a public setting. Excellent public speaking skills are essential when addressing larger numbers of participants at public hearings, regular board meetings, and workshops;
7. The position involves attending and traveling to meetings and viewing sites and developments contained in applications submitted to the Planning Commission or Zoning Administrator. This involves the ability to satisfactorily operate a personal vehicle;
8. The position involves the ability to successfully engage in various types of physical activity in all types of outside environmental conditions;
9. Position may infrequently involve a noisy environment which requires an adequate sense of hearing.
10. This position is located in the Town office of the Municipal Center located at 6150 Community Drive, Chincoteague, Va. 23336. The Town Planner is expected to work from an office at this location and will not be approved to work remotely except in emergency situations after receiving approval from the Town Manager.