



Fluvanna County, Virginia
Department of Community Development
Job Description

PLANNER/GIS TECHNICIAN

Job Class #:	5130
Pay Grade:	17
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Director of Planning

SUMMARY

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

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.
- Completes zoning and setback verification for building inspectors, as needed.
- Assists the Director of Planning, as needed, with the creation and compilation of maps and data for updates to the Fluvanna County Comprehensive Plan.
- 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 Planning with the enforcement of zoning and subdivision regulations, as needed.
- Assists, as needed, with planning and community development grants.
- Assists, as needed, with staff reports for the Planning Commission, Board of Supervisors, and Board of Zoning Appeals.
- Completes minor site plan reviews, as needed.

GIS

- Creates geospatial data in support of County business practices (projects, reports, etc.)
- Maintains Shapefiles of all County GIS layers.
- Utilizes ArcGIS Pro to create infographics and maps.
- Serves as County liaison for third-party WebGIS layer updates and corrections.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES			
<ul style="list-style-type: none"> • General knowledge of the principles and practices of planning. • General 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 uses and capabilities • Ability to learn planning and zoning software programs such as WebGIS and ArcGIS Pro. • 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			
<p><u>Minimum</u> A Bachelor's degree in Planning, Architecture, Political Science, Economics, Geography, or a related field. A combination of experience and education will be considered.</p> <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Prior work experience in local government • GIS Professional (GISP) Certification • Prior experience and/or training with ArcGIS 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<p>This is sedentary work requiring the exertion of up to 25 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. This position involves in-person work in the office.</p>			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> • Possession of an appropriate driver's license valid in the Commonwealth of Virginia. 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Background Check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
09/10/2019 06/12/2024* 01/29/2025* 5/12/2026*	09/09/2019	09/10/2019	09/18/2019

*Minor updates not requiring Board approval.