



## Northumberland County Employment Notice

Northumberland County is seeking a full-time County Planner. Duties include: performing technical planning and community development tasks; coordinating the Planning Commission meetings and working with the Board of Supervisors; occasional evening and weekend meetings may be required; collaborating/assisting with other staff on zoning/subdivision/bay act/as well as various other ordinances and documents; submitting and maintaining grants; project management; maintaining the County's Geographic Information System (GIS) data; and responsible for the 911 addressing of structures and road names within the County. The successful candidate must possess the following qualifications: a four (4) year Bachelor's degree from an accredited college or university in planning, public administration, or related field; be highly organized and able to meet multiple deadlines; strong written and oral communication skills; ability to work independently or in a team environment; basic computer skills are required; and knowledge of GIS is preferred. Starting salary mid \$40,000, dependent upon qualifications and experience. Benefits include health insurance, life insurance, and retirement. For an application and/or a complete job description, contact the County Administrator's Office in Heathsville, P.O. Box 129, Heathsville, VA 22473, 580-7666 (voice), or obtain information at [www.co.northumberland.va.us](http://www.co.northumberland.va.us).

To apply, submit completed county application with resume to:

Northumberland County Administrator's Office  
P.O. Box 129  
Heathsville, VA 22473

The County is an equal opportunity employer. Applications will be accepted until position is filled.

## ***County Planner***

### General Statement of Duties:

Performs professional short and long range land use planning responsibilities within a wide range of assignments; staff liaison to the planning commission; collaborating with other staff on the writing and implementing of ordinances and other documents; submitting and maintaining grants; project management for various county projects; and overseeing the County's Geographic Information System (GIS) along with managing the 911 addressing and road naming.

### Typical Functions:

The County Planner shall be responsible for the following (not an all inclusive listing):

- 1) General Responsibilities
  - a. Assist with Request for Bids on various county projects.
  - b. Assist in resolving citizen/customer issues.
  - c. Attend regularly scheduled day/night meetings; occasional weekend meetings or events may be required.
  - d. General office duties, answering phone, assisting public, etc.
  - e. Assist with project management on various County Projects.
  - f. Assist where needed during times of emergency situations.
  - g. Other duties/responsibilities may be assigned as appropriate or necessary that are general in nature or that may relate to Planning and/or Public Works.
- 2) Planning Responsibilities
  - a. Staff liaison to the Northumberland County Planning Commission (includes night monthly meetings and any called meetings).
  - b. Attend Board of Supervisors meetings as needed when items are forwarded from Planning Commission.
  - c. Evaluate/assist in rezoning requests, ordinance amendments, and other proposals that go before Planning Commission and Board of Supervisors.
  - d. Collects a variety of statistical data and prepare reports on topics such as census information and land use.
  - e. Collect data to write Planning Commission End of the Year Report, to be submitted annually to the Planning Commission and Board of Supervisors.
  - f. Assist in drafting and review any language to various ordinances (including but not limited to zoning, subdivision, bay act, and floodplain management).
  - g. Aid the Planning Commission in the review of the five year Comprehensive Plan as required by the Code of Virginia.
  - h. Aid in maintaining Official Zoning Map.
  - i. Advises the County Administrator of all Planning activities and issues.
  - j. Aid in economic development matters.
- 3) GIS/911 Addressing Responsibilities

- a. Shall aid in the street naming process, including the notifying of individuals of opportunity to name road.
- b. Shall keep track when roads have been entered into the mapping system, MSAG ranges have been submitted to the Post Office and Verizon, when road name signs have been ordered, and when road name signs have been installed.
- c. Aid in road renaming process.
- d. Maintain all County GIS data using ArcGIS software products, including the upkeep of dispatch 911 GIS data.
- e. Update 911 dispatch mapping as needed.
- f. Create digital and/or paper maps as needed for staff or general public.