



WESTMORELAND COUNTY, VA
Planner

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

This full-time position is responsible for performing professional work in comprehensive planning, GIS mapping, zoning review, and code enforcement. Work is performed under general supervision of the Director of Planning and Community Development. The salary range is \$42,152 – \$69,464 with a generous benefits package.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The following list of duties are examples of activities which shall be performed. Additional related duties may be assigned as necessary by the Planning Director.

- Provide information to the general public regarding permitting and enforcement of zoning, subdivision, environmental protection, community nuisances, and other land use subjects.
- Review and process zoning permits and other applications, including review of site plans.
- Assist in the maintenance and development of GIS maps and related data.
- Perform field inspections to evaluate proposed projects, to investigate complaints, and to verify conformity with environmental protection regulations including erosion control measures.
- Coordinate with other County staff, State, and Federal officials as appropriate.
- Prepare reports for various County board cases including rezoning, special exception, wetlands, and variance applications, as well as present these applications at public meetings.
- Occasionally attend meetings, training seminars, and conferences (some of which may be held after normal working hours or involve travel).
- Some outdoor fieldwork is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The following is a list of qualifications that a successful candidate will possess.

- Ability to read and interpret codes. Ability to read and interpret site plans and plats.
- Ability to apply codes and regulations, both when reviewing plans and when conducting on-site field inspections.
- Basic knowledge of County and State regulations and general theories relative to enforcement of codes, land use law, planning policy, and abatement of nuisances.
- Ability to establish and maintain effective working relationships with the general public, other government entities, County boards, and County staff.

- Ability to communicate effectively with others, both orally and in writing.
- Ability to work on several projects concurrently and cope with interruptions.
- Possession of Virginia's Erosion & Sediment Control and Stormwater Management certifications, or the ability to secure these licenses and other necessary professional certifications in a timely manner.
- Experience operating general office equipment and typical computer software programs, including Microsoft Office and Internet applications.
- Experience using GIS software; Esri or GISP certification is a plus.
- Ability to operate motor vehicles, as well as possession of a good driving record and a driver's license valid in Virginia.

EDUCATION AND EXPERIENCE:

Consideration will be given to any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, geography, GIS, public administration, environmental science, or related field and some experience in professional planning. AICP and/or Virginia Association of Zoning Officials certification is desired.

PHYSICAL REQUIREMENTS:

The position is subject to both inside and outside environmental conditions, including occasional extreme cold or heat, steep terrain, and atmospheric conditions. Work involves a moderate amount of physical activity, visual acuity, and fine motor skills.

Westmoreland County is an AA/EEO/ADA compliant Employer.

HOW TO APPLY:

Submit a cover letter and completed Application for Employment (or résumé with three professional references) to Beth McDowell, Planning Director, at the email or address given below. The position will remain open until filled.

Beth McDowell
 Land Use Administration
 P.O. Box 1000 (111 Polk Street for hand delivery)
 Montross, VA 22520
 bmcowell@westmoreland-county.org
 804-493-0120



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET		CITY	STATE	ZIP CODE
Phone Number (____) _____		Date available for work _____		
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, verification will be required consistent with federal law.				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, you may be required to provide authorization to work.				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				
Driver's license number _____		State of issue _____		Expiration date: _____

POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. _____

PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website
 ☐ Recruiter
 ☐ Word of mouth
 ☐ Other
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes ☐ No If yes, when? _____ Job title: _____

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

_____ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

_____ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____