



Town of Haymarket  
 15000 Washington Street, #100  
 Haymarket, VA 20169  
 703-753-2600

<b>Position:</b> Town Planner	<b>Work Schedule:</b> 40 hours per week
<b>Department:</b> Administration	Monday-Friday,
<b>Position Type:</b> Full Time, FT	Some Evenings or Weekends for Work Meetings and Events

This is a professional position responsible for the administration of the Town’s zoning and land development regulations, performing a variety of tasks related to permitting, plan and application review, customer service, records management, research and analysis. The Town Planner is the primary staff support to the Planning Commission, and Architectural Review Board and provides support to the Town Council and other Town committees as needed.

**Responsibilities:**

The duties described below are indicative of what the duties the Town Planner may be asked to perform; others may be assigned

- Assists the Zoning Administrator to review and approve zoning permits and development plans (ongoing)
- Coordinates review of zoning and land development applications among outside local, State and Federal agencies and works on the Town’s behalf with outside agencies on planning-related studies and inquiries (ongoing)
  - Maintain working knowledge on transportation, environmental, and regional planning approaches
- Assists the Town Clerk with Agenda preparation for Planning Commission and Architectural Review Board review of development applications (ongoing)
  - Write and Review Staff Report
  - Design necessary Presentations for meetings
- Provides regular staff support to the Planning Commission, Architectural Review Board, Board of Zoning Appeals, as well as to the Town Council and other committees as needed or assigned, including preparation and dissemination of agendas and supporting materials (ongoing)
  - Conference with new commissioners and council on upcoming town projects (monthly)
  - Liaison between Board members and applicants (weekly to monthly basis)
- Assists with establishing operating policies, procedures, goals, and objectives (annual review for currency)
- Assists with maintaining currency of Town’s Comprehensive Plan, Zoning Ordinance, and other planning and zoning regulations and policies
  - Comprehensive Plan build out: conduct public comment, placemaking, prioritize maintaining streetscape.
    - Roughly 6-8 months developing background and 1 yr of working with private contractor
    - Review and Amend Comprehensive Plan every 3-5yrs to promote the Town continuing to meet goals and objectives; maintain currency



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- Analyze and create detailed and easy to read maps, tables, and figures regarding Town
    - Development should take 6-8 months,
- Assists with preparing the Planning Commission's Annual Report
  - Update Town Manager and Tracking Log (monthly)
- Assists with interpretation and administration of Town's planning and zoning regulations
  - Serve as a liaison for public inquiries and various outside agency contacts
  - Design and Implement zoning packets for citizens and business owners (ongoing)
  - Issue zoning violations and report regularly on progress with site visits and written documentation (ongoing)
- Assists with presentation material for Planning Commission and Town Council on planning and zoning issues (ongoing)
  - Present and Report on Public Hearings
- Responds to public inquiries related to Town planning and zoning regulations and policies
  - Establish and maintain relationships with community groups, businesses, and professional organizations (ongoing)
    - Business Roundtable (quarterly)
  - Assist with outreach (ongoing)
- Assists with maintaining currency of the Town's Planning and Zoning pages on the website (annual update)
  - Record and present zoning ordinance updates (quarterly review)
- Maintains planning and zoning records and files as required by and in conformance with State Code (ongoing)
  - Devise and Implement backlog system to preserve land files (6-12months)
  - Assist in the preservation of museum artifacts (8-10months)
  - Contract company to digitize files for record retention
- Ensures that all zoning applications are properly logged, tracked, filed, and updated;
  - Maintain general knowledge of all current projects and necessary PWC project to respond to information requests. (ongoing)
- Other duties may be assigned.
  - Utilize GIS for Town Benefit (update zoning map (2-3 months), detailed dashboards for record filing (4-8months), storymaps for town historic walking trail (8-10months))
    - Coding and build out determined following Comprehensive Plan adoption
  - Maintain working relationship with Town Manager, Mayor, PC, ARB, and Council members. (ongoing)
  - Earn and Maintain AICP Certification (or other applicable certifications) (1-5yrs)
    - Attendance at monthly-quarterly meetings



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- Attend Annual Conferences & network with Local and Regional Government (annual)

### ***Skills and Qualifications:***

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

### ***Required:***

- Bachelor's degree in planning or related field;
- Strong desire to continuing to further training or education to remain current with trade practices
- Knowledge of Town Charter, related ordinances, and the policies, procedures and regulations governing municipal government
- Demonstrated ability to work collaboratively with elected and appointed officials, citizens, and staff
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to critically assess situations, problem solve and work effectively under stress, within deadlines and changes in work priorities

### ***Knowledge, Ability and Skill:***

**Knowledge:** Thorough knowledge of the principles, practices, techniques and law of contemporary zoning administration and urban planning, includes a working knowledge of applicable Federal and Virginia enabling legislation and laws.

**Ability:** Ability to plan, organize, and complete research, including statistical analysis. Demonstrate an ability to communicate effectively and accurately in oral, written, and graphic form. Strong organizational skills should also be demonstrated.

**Skill:** Good customer service skills and ability to establish and maintain good working relationships with the public, staff, and Town Officials. Demonstrate an ability to read, comprehend and review site plans, subdivision plans, construction plans, architectural plans and maps. Demonstrate working knowledge of computers, keyboarding, word processing and database management software.

***Physical Demands and Work Environment:*** tasks typically require sedentary work with occasional lifting of up ten (10) pounds in an office environment.

***Supervision:*** This position reports directly to the Town Manager or his/her designee

***Employer Overview:***



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The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the

Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

DRAFT