

CAREER HANDBOOK

Empowering
Your Success

PRINCE WILLIAM

— Planning



PRINCE WILLIAM

Planning

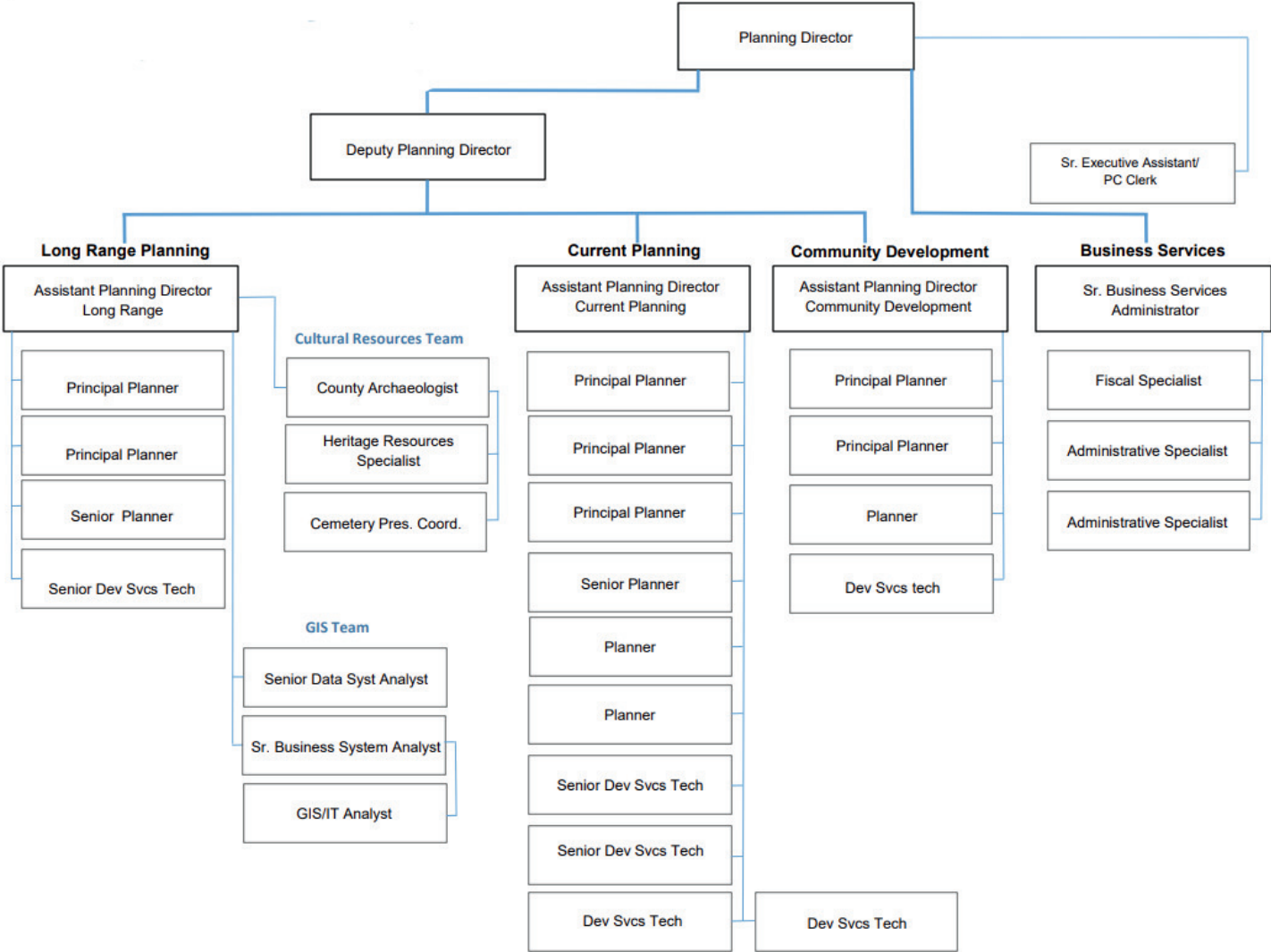
The Planning Office provides innovative land use planning to support Prince William County as an equitable, sustainable, and vibrant place offering access to employment, housing and mobility opportunities while respecting our distinct cultural and environmental resources as well as promoting the quality-of-life values that establish a unique sense of place.

To help achieve this vision, the Planning Office implements, with community input, the County's Strategic Plan and its Comprehensive Plan which governs future growth and development through small area and countywide land use planning; review of proposed development; and preservation of the County's cultural resources.



Tanya M. Washington, AICP
Director, Planning Office

OUR TEAM



The Director's Office

The Director's Office provides overall leadership, management oversight, and administrative support for all department activities including financial, human resources, information systems, quality improvement and control, and collaborates with Executive Management, the Board of County Supervisors, County, regional and state agencies, County residents, the development industry, and other stakeholders on land use planning issues.

The program also oversees the department's support of the Planning Commission, Historical Commission, Agricultural and Forestal Districts Advisory Committee, Architectural Review Board, and the Trails and Blueways Council.



Positions in the Director's Office

Senior Business Services Administrator

This position works in conjunction with the Director--and with the utmost discretion and integrity--to ensure all budget, financial, personnel, emergency management and customer service functions operate efficiently and in alignment with County policies. Senior Business Services Administrator represents the Department on a variety of Countywide teams and systems improvement projects, also serves as a member of the Senior Leadership Team that works to establish the strategic direction for the Department and drive home the leadership-at-all-levels philosophy.

Minimum Requirements:

High school diploma or G.E.D. and 8 years of related experience in office management, budget, finance, and/or human resources

Preferences:

- Minimum bachelor or (preferable) master's degree in Business or Public Administration, or related field
- Thorough knowledge of the principles and practices of supervisory and leadership functions
- Experience leading and managing administrative teams
- Experience with budget, internal controls and fiscal processes
- Experience handling personnel and performance matters
- Direct experience in local government and communicating with policymakers, senior level managers, interdepartmental staff and intergovernmental entities
- Experience delivering excellent customer service
- Experience linking policy to implementation

Senior Executive Assistant/Planning Commission Clerk

Assistant to the Planning Director and the Clerk to the Planning Commission performs a variety of duties within the Department, including meeting deadlines and process timelines, providing customer service, performing research requests, maintaining public files, proofreading staff reports and presentations, and entering/retrieving information from electronic resources and databases. This position also serves as the backup to the Planning Office's other boards, committees, and commissions.

Minimum Requirements:

High school diploma or G.E.D. and 4 years of advanced administrative support experience

Preferences:

- Experience providing executive level administrative support
- Experience maintaining calendars, making appointments, and scheduling meetings within Microsoft Outlook
- Experience working directly with local government, to include working with elected and appointed officials
- Experience taking/transcribing meeting minutes, preparing meeting agendas, resolutions, etc
- Ability to show discretion when dealing with confidential/trusted information
- Experience delivering excellent customer service

Fiscal Specialist

This position performs a wide variety of fiscal duties, including accounts payable, proffer reconciliation, payroll processing, setting up purchase orders, maintaining memberships, reconciling daily receipts, preparing reports and researching discrepancies. Responsibilities may include responding to a range of inquiries from staff, compiling and generating reports; researching discrepancies; preparing invoices; overseeing maintenance of petty cash; preparing and processing data uploads; and instructing employees regarding procedures and systems. This position also serves as the backup Human Resources Liaison for the Department.

Minimum Requirements:

High school diploma or G.E.D. and 3 years of related experience

Preferences:

- Experience with financial data and accounts receivable/payroll processing
- Experience reviewing documents for compliance with applicable policies and procedures
- Ability to interpret and apply policies
- Experience working in local government and records management
- Ability to show discretion when dealing with confidential/trusted information

Administrative Specialist

This position provides critical, frontline customer service and administrative support for many of the Planning Office's functions. Responsibilities include managing the office environment, providing support to both employees and management; assisting customers and other department staff with transactions requiring advanced knowledge and experience in Planning; responding to requests for information, in-person, via e-mail or phone; and providing and explaining department policies, procedures and regulations.

Minimum Requirements:

High school diploma or G.E.D. and 2 years of related experience

Preferences:

- Three or more years of proven experience as an administrative assistant or office admin assistant, preferable in planning related field
- Experience in providing customer service
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience in handling confidential information
- Experience in preparation of meeting agendas and minutes
- Experience in coordinating events and meetings
- Experience in processing payments and issuing receipts
- Experience working in local government and records management preferred
- Experience with updating websites

Long-Range Planning Division

Long-Range Planning is responsible for maintaining the Comprehensive Plan, which may include preparing updates to the plan, processing comprehensive plan amendment requests, and processing public facility reviews.

Long-Range Planning coordinates the County's cultural resources program including archaeology and support to the Historical Commission, as well as, providing support to other committees and councils such as the Agricultural and Forestral Districts Advisory Committee, Design and Construction Standards Manual/Zoning Ordinance Advisory Committee, Trails and Blueways Council and Architectural review Board.

The division also coordinates Special Planning Projects, provides GIS analysis and data services for the Planning Office, such as the Build-Out Analysis, maintains Planning Office maps and provides research and policy analysis for Zoning Text Amendments.



Positions in the Long-Range Planning Division

Principal Planner and Senior Planner

These positions coordinate resident participation in planning studies, review and prepare reports for Comprehensive Plan amendments and impacts, conduct reviews for public facilities, as well as assist with planning data collection, analysis, and demographic projections. Additionally, they support the Capital Improvement Process and updates to the Zoning Ordinance.

Minimum Requirements:

High school diploma or G.E.D. and 6-7 years of experience and/or education related to professional planning experience with interpreting/administering current planning regulations, and/or project management for large projects.

Preferences:

- Minimum bachelor or (preferable) master's degree in Planning, Public Administration, Architecture, Landscape Architecture, Geography, or related field
- Knowledge and understanding of Comprehensive plans including their formation, process of adoption and implementation
- Knowledge of specialized subject areas such as housing, zoning, historic preservation, and economic development
- Experience implementing the best practices for local government planning, comprehensive plan policies, and evaluating policy alternatives
- Experience facilitating, soliciting, and incorporating citizen input into planning efforts
- Experience working directly with local government, to include working with elected and appointed officials
- Experience making presentations before Boards, Committees, or Commissions
- Experience managing complex projects

Cultural Resources Team: County Archeologist, Heritage Resources Specialist and Cemetery Preservation Coordinator

The Cultural Resource team review land entitlement applications, requests for Comprehensive Plan amendments and public facilities for impacts on the County's history and work with the community, developers to identify, research, document and promote preservation. They also work to identify and promote preservation of cemeteries.

Minimum Requirements:

High school diploma or G.E.D. and 6-7 years of experience and/or education related to professional experience with Archeology, History, Architectural history and/or Anthropology

Preferences:

- Experience administering historic zoning overlay districts, historic preservation, and cultural resource management
- Experience in conducting archaeological, historic or architectural research, and preparation of scholarly work
- Experience implementing the best practices for local government planning, comprehensive plan policies, and evaluating policy alternatives
- Experience facilitating, soliciting, and incorporating citizen input into planning efforts
- Experience working directly with local government, to include working with elected and appointed officials
- Experience making presentations before Boards, Committees, or Commissions
- Experience managing complex projects

Geographic Information Systems (GIS) Team: Senior Data System Analyst, Senior Business System Analyst and GIS Analyst

The GIS team is responsible for supporting the Planning Office activities and initiatives by providing illustrative documents, primarily maps, to assist with analyses of zoning and land use planning.

Minimum Requirements:

High school diploma or G.E.D. and 5 years of related (progressive technical experience in developing and maintaining geographic information systems and/or computer-aided/automated cartography) experience.

Preferences:

- Experience in developing and maintaining geographic information systems and/or computer-aided/automated cartography
- Experience conducting professional GIS cartographic design and other types of visual aid creation to present and communicate the GIS data to the public
- Experience preparing complex cartographic design tasks and other types of visual aid creation, documentation, user training and support
- Experience using ESRI's ArcGIS Pro version 3.2 or higher and familiarity with ArcGIS Online; experience working with 3D data
- Basic knowledge of state and municipal codes governing land development
- Experience in data analysis, research methods and statistics

Current Planning Division

The Current Planning division is responsible for case management and the complete review of various land use applications, including Proffer Amendments (PRA), Rezoning (REZ), and Special Use Permits. The division oversees these applications from initial submission through to the preparation of formal recommendations for the Planning Commission, and final actions by the Board of County Supervisors (BOCS).

Following legislative approval, Current Planning ensures the closure of cases, enabling applicants to proceed with subsequent site plan submissions. Additionally, the division conducts pre-application meetings and handles minor modification requests, providing crucial support throughout the planning process.



Positions in the Current Planning Division

Principal Planner, Senior Planner and Planner I

These positions involve complex professional and technical work in the review and management of land development cases of broad scope and substantial complexity. Responsibilities include providing recommendations to the Planning Director, Planning Commission, and Board of County Supervisors, negotiating on behalf of the County, and offering staff support to local and regional boards, committees, and commissions.

Minimum Requirements:

High school diploma or G.E.D. and 5-7 years of experience and/or education related to professional planning with interpreting/administering current planning regulations, and/or project management for large projects.

Preferences:

- Educational background in Planning, Management, Public Administration, Urban Management, Architecture, Landscape Architecture, or related field
- Experience reviewing and analyzing land use proposals or development applications (e.g. rezonings, special use permits, etc.) and preparing recommendations
- Experience with scheduling and advertising development review cases for public hearing and managing case workloads
- Experience implementing best practices for local government planning, comprehensive plan policies, and evaluating policy alternatives.
- Knowledge of zoning and development regulations including experience writing and editing zoning code, and strong research skills.
- Experience working directly with local government, to include working with elected and appointed officials.
- Experience making presentations before Boards, Committees, or Commissions
- Experience managing complex projects

Development Services Technician Team

The Development Services Technician positions play a vital role within the Current Planning Division, handling a variety of administrative and technical tasks related to land use applications. The team is responsible for managing case and project files, tracking milestones, meeting deadlines, and facilitating complex processes. They assist customers and applicants by providing guidance on preparing rezoning, special use permit, and other land use applications. Additionally, they prepare cases and public notices for Planning Commission (PC) and Board of County Supervisors (BOCS) public hearings. This team also processes applications by conducting initial quality control reviews, distributing materials, and routing staff reports and application packets for review.

Minimum Requirements:

High school diploma or G.E.D. and 1-2 years of related (Planning, including managing case/project files, meeting deadlines, tracking milestones, and administratively handling complex processes) experience

Preferences:

- Customer service support experience working with the public and responding to the concerns of customers
- Excellent organization and written communication skills
- Familiarity with plan drawings and surveys
- Ability to receipt funds and post funds
- Experience managing multiple projects and meeting deadlines
- Strong organizational skills sufficient to maintain multiple electronic and paper case files simultaneously
- Advanced knowledge of Microsoft Office Suite; particularly maintaining tasks and calendars in Outlook and the ability to format reports in Word

Community Development Division

Community Development provides planning services and community engagement at the neighborhood level focusing on the creation of small area plans and special planning studies that promote placemaking, equity and revitalization.

The division guides the implementation of small area plans through providing design guidance for new development, fostering strategic investment in the built environment and coordinating revitalization efforts with economic development.



Positions in the Community Development Division

Community Development Principal Planner and Planner Team

These positions perform professional and technical planning work in support of investment, redevelopment, and revitalization within the County's rapidly changing areas. Primary responsibilities include conducting in-depth analysis to support the development and implementation of small area plans, redevelopment corridors, and targeted activity centers. Staff also oversee and review the work of subordinate planners, providing guidance on policy recommendations and action strategies aligned with small area plans and revitalization efforts.

Additional duties include promoting planning and community development initiatives, particularly those within designated redevelopment areas; drafting and managing grant applications to support community and economic development projects; and leading public engagement activities.

Minimum Requirements:

High school diploma or G.E.D and 5-7 years of experience and/or education related to a broad range of planning or regulatory related experience.

Preferences:

- Bachelor or (preferable) master's degree in Planning, Public Administration, Architecture, Landscape Architecture, Geography, or related field
- Knowledge and understanding of Comprehensive and small area plans including their formation, process of adoption and implementation
- Expert knowledge of specialized subject areas such as housing, zoning, historic preservation, and economic development
- Direct experience in local government and communicating with policymakers, senior level managers, interdepartmental staff and intergovernmental entities
- Knowledge of pertinent federal, state and local laws, codes and regulations including recent changes
- Experience managing complex projects, conducting community engagement, presenting to Boards, Committees, or Commissions

Development Services Technician

This position performs a variety of administrative duties within the Community Development Division, including managing case/project files, meeting deadlines, tracking milestones, and administratively handling complex processes. The Development Services Technician responds to public inquiries, performs research requests, gathers, and document data, maintains public files, enters and retrieves information from electronic resources and databases, and performs a variety of other duties within the Community Development Division. This position also assists with coordinating activities, communication and scheduling for the division's activities and special projects.

Minimum Requirements:

High school diploma or G.E.D.

Preferences:

- 1 year of Planning experience to include managing case/project files, meeting deadlines, tracking milestones, and administratively handling complex processes
- Outstanding customer service skills in dealing with the public, co-workers, applicants, and other county agencies
- Excellent organization and written communication skills
- Ability to manage multiple projects and deadlines simultaneously
- Ability to receipt funds and post funds
- Skill with Microsoft Office suite; particularly maintaining tasks and calendars in Outlook and the ability to format complex staff reports in Word
- Familiarity with maintaining and updating websites

BENEFITS & REWARDS

Prince William County's benefits package includes comprehensive medical, dental, vision benefits and drug coverage, retirement plans, life insurance, employee assistance, a flexible spending account, annual leave, sick leave, personal leave and paid holidays.

The County also offers credit union membership, an employee assistance program, online financial seminars and retirement courses, employee advisory committee membership, risk & wellness programs, gym membership, employee recognition programs and a portal for staff to show appreciation and recognition to fellow coworkers.



To learn more, scan the QR code or visit:

pwcva.gov/department/human-resources/benefit-programs

call (703) 792-6640 or email hr@pwcgov.org

RESOURCES

Applying for a new position has never been easier at Prince William County. There is a wealth of support from Human Resources, FAQs and staff that are available to provide assistance.



Call us today
(703) 792-6640



Visit us online
pwcva.gov/careers



Apply with ease
governmentjobs.com/careers/pwcvgov



Find answers to Frequently Asked Questions
pwcva.gov/department/human-resources/job-portal-faqs-neogov

NOTES



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