

Fairfax County Park Authority Planner V

The Fairfax County Park Authority seeks an enthusiastic planning professional who is passionate about parks and place-making to fill the role of Park Planning Branch Manager to supervise a team of park planners, landscape architects, engineers, and GIS analysts in a dynamic and growing county.

Located just outside of Washington, DC, our nation's capital, Fairfax County is a vibrant and diverse community with over 1.1 million residents. With over 23,000 acres of parkland in urban, suburban and rural settings, and nearly 400 miles of trails, the county park system connects and supports all in our thriving community. Over the course of its 67-year history, the Fairfax County Park Authority has grown and evolved to meet the changing and diverse needs of the community. Visit our [website](#) to learn more.

The Park Authority's mission is "to enrich quality of life for all members of the community through an enduring park system that provides a healthy environment, preserves natural and cultural heritage, offers inspiring recreational experiences, and promotes healthy lifestyles."

Under the general direction of the division director, the manager of the park planning branch directs the planning branch in all phases of park planning, development plan review, GIS data development and analysis and related activities. Supervises three section chiefs who plan, assign, and review the work of professional and technical staff in the planning of the park system, park facilities, and implementing strategic initiatives; and ensures that public service needs are addressed. Resolves conflicts and coordinates tasks and projects with branch/division/agency staff. In support of branch and division operations, establishes and implements goals and objectives. Develops operational procedures, performance standards, goals, objectives, and strategies to meet agency goals. Performs tasks of planner and project managers in times of heavy workload or absence of staff. Performs division director tasks during director's leave. Prepares administrative and technical reports on difficult and varied subjects and conducts research on special and complicated issues for the division director, agency director, and Park Authority Board, advising of critical elements of projects to which the staff are assigned. Represents the Park Authority at public meetings, including Board and Commission meetings and at interagency coordination meetings. Oversees the evaluation of impact of land use and development on parks. Oversees the development of long-range plans and individual park master plans. Oversees the GIS data development, analysis, and mapping program.

Illustrative Duties

- Plans, supervises, and directs the work of a group of planners, technicians, administrative assistants, and/or inspectors in land use planning, zoning, research, public facilities planning, environmental planning and related projects;
- Coordinates responses to complex planning, zoning and/or development review questions received by the Branch, Division and/or the Department;
- Supervises report production and distribution, legal advertising, scheduling of public hearings, and/or posting of property;
- Participates in negotiation sessions, meetings and conferences with the Board of Supervisors, Planning Commission, Board of Zoning Appeals, developers and/or citizens);

- Prepares and presents reports to County Boards and other groups; Provides policy guidance and interpretations of documents and materials relevant to the specific Division, such as the Comprehensive Plan and/or the Zoning Ordinance;
- Presents staff's position at public meetings before the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and other bodies;
- Reviews and/or edits complex documents land development proposals including land use, design, transportation, engineering, architectural, design, building plan components and/or proposals in Commercial Revitalization and other special areas, including the capital improvement program, public facility site selection review, and trail planning efforts;
- Assists in the establishment of policies, procedures and priorities for the operating programs of the Division;
- Participates in the formulation, implementation, and maintenance of the Department's Strategic Plan;
- Completes semi-annual and annual performance evaluations;
- Hires new employees, including formulating questions, interviewing, and selecting employee;
- Trains and mentors/coaches new employees within the Branch;
- Reviews and edits all written documents produced by the Branch;
- Represents the Division Director at meetings with County staff, developers, applicants, and citizen groups;
- Represents the Department and the County in negotiations with applicants, citizens, County staff and others on specific areas of expertise as it relates to the position;
- Provides expert testimony in a court-of-law regarding planning and/or zoning issues;
- As Assistant Division Director, prepares the Division's budget, quarterly reports, and other management indicators and assists with Division's administrative activities;
- As Assistant Division Director, serves as Acting Director in the absence of the Division Director;
- As Assistant Division Director, reviews/approves all expenditures/reimbursements for the Division;
- Reviews contract management tasks performed within Branch;
- Authorizes payments to consultant contractors for professional services.

Required Knowledge Skills and Abilities

- Thorough knowledge of the Zoning Ordinance, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;
- Thorough knowledge of the theories, principles and practices of urban planning and zoning;
- Thorough knowledge of local government areas of specialization, including planning or zoning, management procedures, and principles of supervision;
- Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;
- Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;
- Ability to supervise and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;
- Ability to identify process/ programmatic problems, to envision and propose effective solutions, and to apply consistently sound judgment in a variety of situations;
- Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;

- Ability to coordinate the preparation of comprehensive planning and technical zoning reports;
- Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;
- Ability to communicate effectively, both orally and in writing;
- Ability to communicate Department's mission, goals, and values to staff, elected officials, and citizens.

Employment Standards

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university in a planning-related field; plus five years of experience in a planning-related field (preferably in the specific area of assignment). A masters degree may be substituted for one year of the required experience. The years of experience should include a minimum of three (3) years of experience in the specific area of assignment, e.g., zoning evaluation, zoning administration, zoning enforcement, public facility, environmental and/or land use planning.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

Master's degree from an accredited four-year college or university in a planning-related field. A minimum of three (3) years of experience in public sector park system planning, park master planning, and/or development impact review from a parks and recreation perspective. A minimum of two (2) years of management/supervisory experience. AICP Certification.

PHYSICAL REQUIREMENTS:

Ability to walk over rough terrain. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

<https://www.governmentjobs.com/careers/fairfaxcounty/jobs/2487205/planner-v>