

Name Surname

SENIOR COMMUNITY PLANNER

- address US
- email@address.domain
- phone

Citizenship: United States ▪ **Availability:** 10 Business Days ▪ **Job Type:** Permanent ▪ **Clearance:** Eligible
Veterans' Preference: N/A ▪ **VEOA Eligibility:** No ▪ **Work Schedule:** Full-time

ANNOUNCEMENT NUMBER: XXX

JOB TITLE AND GRADE: **Senior Community Planner XXX**

PROFESSIONAL SUMMARY

A highly talented and enthusiastic Senior Planner with strong background in planning, particularly community planning in conducting planning research, evaluating local and regional plans, project submissions, analytical techniques, and agency planning and policy initiatives. Immense expertise and experience in comprehensive planning, with a smart growth focus. Demonstrable ability to work collaboratively with municipalities and forge strong working relationships and partnerships with other community stakeholders.

- Use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.

Knowledge Skills and Abilities

- Analytical thinking and problem solving skills;
- Experience using a variety of computer software (e.g. Word, e-mail).
- Good verbal, written and presentation communication skills.
- Effective interpersonal skills, with the ability to communicate both verbally and in writing, to all levels of the organization, and with elected officials, the media and the public.
- The ability to deal effectively with the community, developers, consultants, other City Divisions, and public and private agencies.
- The ability to prioritize and complete project assignments working both independently and as a part of a team.
- Working knowledge of the Planning Act, Provincial Policies and Legislation related to land use planning, transportation planning, the Official Plan, and the Development Review Processes, as well as current regulations and evolving policy trends in the City.
- Ability to work independently under time constraints and to meet deadlines.
- *Language Skills:* English - fluent; Spanish & French – basic.
- *IT Literacy:* Microsoft Office tools; ArcView/GIS.

EDUCATION & CREDENTIALS

Training

- VAPA (Virginia American Planning Association) training 2013
- City of Chesapeake, Intermediate Microsoft Excel training 2013
- Introduction to Microsoft Excel training (Webucator) 2013
- VAZO (Virginia Association of Zoning Officials) certification training 2012
- APA (American Planning Association) National conference 2012
- Housing Quality Standards Training (Nan McKay) 2009
- Planning Commission Land Use Policy Training (Chandler Planning) 2008
- VAPA (Virginia American Planning Association) Conference 2008
- Business Writing and Grammar Skills course (SkillPath) 2008
- Chesterfield University-Introduction to Total Quality Improvement; Process Management; Data Collection
- VAZO Professional Development Workshop

Certifications

- Housing Quality Standards Specialist Certification, 2009 (Nam McKay)

Continue...

Master's Degree in Public Administration [GPA: 3.2/4.0] – Virginia State University, Petersburg, VA, US

Minor: Guidance Counseling and History

Core Modules: Organization Behavior | Theory/Public Administration | Organizational Behavior and Management | Administrative Ethics | Grants Management | Personnel Administration in Government Organization

Bachelor's Degree in Urban Planning concentration [GPA: 2.714/4.0] – Virginia State University, Petersburg, VA

Core Modules: Methods of Research | Public Administration | Elementary Statistics 1 | Community Structure and Analysis

College Coursework in Urban Revitalization [GPA: 3.3/4.0] – Virginia Commonwealth University, Richmond, VA

AWARD / HONORS / RECOGNITION

- Service Commendation Award from Prince George County Planning Commission 2008
- Certificate of Achievement from the Virginia Building Code Academy for completion in building maintenance code instruction

PROFESSIONAL EXPERIENCE

City of XXX Planning Department, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Oct 2013-Present

40 Hrs per Week

Salary: \$XXX.00/year

SENIOR PLANNER

ADMINISTRATION MANAGEMENT: Independently coordinate day to day administration for technical issues, administrative requirements and scheduling for site planning and facility improvement projects.

IMPROVEMENT: Exercise independent professional responsibility to review, research and analyze architectural and engineering plans for site planning and facility improvement projects to ensure compliance with exterior and tenant space requirements.

COMMUNITY INTEGRATION: Independently manage, coordinate research and analyze land use planning data, evaluate alternatives, and draft and format reports for public presentations of staff studies for proposed site planning and facility improvement projects to the legislative body that will have a sociocultural, economic, physical and environmental impact on neighborhoods and communities.

COMPLICATED PROJECTS MANAGEMENT: Utilize project tracking and database systems to include Geographic Information Systems (GIS) software to monitor and assess the execution and progress of planned, sequential work steps in site planning and facility improvement projects to promote orderly development and meet project timelines within the project's scope.

ADVISING: Assist the customer in refining a project development in regards to its scope, and budget and development of existing assets and land.

LIAISON & COORDINATION: Coordinate with government entities on local, state and federal requirements applicable to site planning and facility improvement project review.

RECOMMENDATION: Directing day-to-day product and service development in regards to conducting site visits to document site and facility condition, tenant space requirements and facility improvement projects.

LEADERSHIP: Provide technical support to management and staff for ongoing and emerging issues.

City of XXX Planning And Community Development, XXX, VA

Supervisor: Xxx Xxx (000 000 0000)

May be contacted (Yes)

Jan 2013-Jun 2013

40 Hrs per Week

Salary: \$XXX.00/year

CITY PLANNER II

REGULATION DEVELOPMENT: Developed and enforced regulations and new program changes with management and staff by analyzing agency program practices/techniques and local, state and federal regulations to implement policy changes and operational modifications

ANALYSIS & IMPROVEMENT: Responded to inquiries regarding the implementation of new policy and the application of regulations and their intent to specific situations

LIAISON: Composed written correspondence in response to agency related inquires to external customers

MAINTAINING EFFECTIVE WORKING RELATIONSHIPS: Served as a liaison for management, independently researched, compiled and analyzed data from multiple sources, formulated proposals for legislative action which supported agency objectives and represented the agency through providing oral presentations regarding project proposals to the local officials in public forums

NEGOTIATION: Evaluated alternative solutions and effectively negotiated agreements with external customers and industry stakeholders

RELATIONSHIP MANAGEMENT: Established and maintained effective working relationships with management and industry stakeholders

LEADERSHIP: Provided technical support to management and staff and participated in ad hoc groups to address and resolve ongoing and emerging issues

XXX County Community Planning, Housing and Development, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Oct 2009-Jan 2013

40 Hrs per Week

Salary: \$XXX.00/year

PROJECT MANAGER | ZONING PLAN REVIEWER

COLLABORATION: Worked with members of the public regarding zoning, code enforcement, and subdivision inquiries.

PROPOSAL EVALUATION: Evaluated development proposals submitted to the County.

COMPLEX PROJECTS MANAGEMENT: Worked on advance planning issues including General Plan preparation, special studies, environmental assessments, annexations, and population projections.

SURVEYING: Conducted site surveys and formulated site design alternatives within the regulations of the Unified Dev. Code.

PRESENTATION: Prepared staff reports for the Planning Commission, including slide show and multi-media presentations.

LIFE CYCLE SUPPORT: Performed other planning projects, such as special studies related to growth management, hillside management, mobile home park studies, and County General Plan issues.

XXX Redevelopment and Housing Authority, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Feb 2009-Oct 2009

40 Hrs per Week

Salary: \$XXX.00/year

INSPECTOR

PROGRAM IMPLEMENTATION: Utilized project tracking and database systems and monitored the inspection phase of HUD housing funding assistance voucher program to initiate the milestone to trigger funding to voucher applicants.

DEVELOPMENT: Directed day-to-day product and service development in regards to conducting site visits to document site and facility condition, tenant space requirements and facility improvement

REGULATION ENFORCE: Enforced the structural, electrical, mechanical and plumbing standards of the United States Department of Housing and Urban Development (HUD) for the inspection of affordable housing units within single-family, multi-family and assisted living residential developments subsidized through the federally funded Section Eight housing assistance program

XXX County Planning and Zoning Department, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Dec 2005-Jun 2008

40 Hrs per Week

Salary: \$XXX.00/year

PLANNER

AUTHORITATIVE INTERPRETATION: Identified and presented key related infrastructure issues, as a preliminary step in pursuit of the Update.

LIAISON: Served as liaison to resources bodies and other environmental groups addressing sewage treatment, management and other related environmental issues.

ADVISING: Participated as a member of internal teams, providing general technical and analytical support for implementation efforts related to the County's Comprehensive Plan.

PROPOSAL EVALUATION: Evaluated development proposals and petitions as they relate to the planning documents of the County.

RESEARCH AND RECOMMENDATION SUBMISSION: Conducted research and analysis to prepare recommendations and reports current development petitions.

MANAGEMENT AND COORDINATING; Managed cases including the coordination with various County departments, external agencies, petitioners, and the public.

PROJECT MANAGEMENT: Perform other project management functions, such as requests for proposals (RFP), working with consultants, grant administration.

XXX County Planning Department, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Oct 2002-Nov 2005

40 Hrs per Week

Salary: \$XXX.00/year

PLANNER

OVERVIEW OF AND EVALUATING: Compiled & analyzed data on such site conditions as location of structures for preparation of environmental impact report development of landscaping plans

DEVELOPING COOPERATIVE RELATIONS: Prepared site plans, worked drawings, specifications, and cost estimates for land development, showed ground contours, vegetation, locations of structures, and such facilities as roads, walks, parking areas, fences, walls, and utilities, coordinating arrangement of existing and proposed land features structures

ADVISING: Inspect construction work in progress to make sure compliance with landscape specifications, to approve quality of materials and work, and to advise client construction personnel on landscape features

XXX County Department of Planning and Zoning, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Nov 1999-Oct 2002

40 Hrs per Week

Salary: \$XXX.00/year

SENIOR ZONING INSPECTOR

REGULATION INTERPRETATION: Maintained accurate land use maps to ensure compliance with the zoning ordinances and legal regulations.

COMPLIANCE MAINTAINING: Monitored all the complaints regarding the zoning violations and investigated all complaints.

STANDARDIZING: Administered the permits by collecting the necessary fees and ensuring that the zoning permits are met with the required standards.

REGULATION APPLICATION MANAGEMENT: Ensured that all the specification for the rezones and zoning units are adhered to and monitored it on a regular basis.

COORDINATION: Coordinated various planning and Zoning Commission meeting with the Board of Supervisors.

XXX Police Department, XXX, VA

Supervisor: XXX (XXX)

May be contacted (Yes)

Oct 1994-Oct 1999

40 Hrs per Week

Salary: \$XXX.00/year

ZONING CODE ENFORCEMENT OFFICER

REGULATION APPLICATION MANAGEMENT: Inspected buildings, fields and commercial complexes to identify any code violations.

PRESENTATION: Prepared reports and presentations regarding code enforcements for Planning Commission.

RECOMMENDATION: Gave testimony in cases related to code violations that went to local courts.

COMPLIANCE MAINTAINING: Documented and responded to complaints regarding residential and commercial buildings.

PERFORMING: Performed inspections following reports of safety and fire code violations.

MEMBERSHIP

- Member, Supportive Studio Feasibility Work Group for Affordable Housing with XXX County's Department of Housing Services, 2012
- Member, American Planning Association, 2012
- Member, The Association of the Public Policy Analysis and Management, 2011
- Board Member, Restoration of XXX Community Development Corporation, 2008
- Coordinator, Adopt a Spot Activity, Kappa Alpha Psi Fraternity, Inc., 2005 - 2008