RECRUITMENT ANNOUNCEMENT

Planner I
Planning Department

$39,395-$62,323 (DEPENDING ON QUALIFICATIONS)
(FULL-TIME w/BENEFITS)

8:00 AM to 5:00 PM

APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401 OR planner@berkeleywv.org
UNTIL 5:00 PM, FRIDAY, NOVEMBER 17, 2017.

GENERAL DEFINITION OF WORK:
Performs responsible professional work assisting with the administration of County land use regulations, i.e., review of subdivision and site development plans. Also assists with the preparation of long range planning documents and reports. Direction is provided by the Director of Planning.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Reviews subdivisions, site plans and construction drawings to ensure compliance with County and state ordinances and regulations. Researches plats and deeds, and performs field analysis for review purposes. Determines agency routing. Prepares summary reports. Presents findings to Planning Commission.
2. Coordinates correspondence between consultants, agencies and developers.
3. Assists in drafting subdivision, and other regulatory amendments and ordinances.
4. Assists citizens with questions regarding land use issues.
5. Conducts research to provide accurate responses to historical subdivision and land use questions.
6. Assists with the development of comprehensive plan, reports and ordinances.
7. Assists with the preparation of the annual activity report.
8. Attends a variety of meetings and training seminars.
9. Assists public with floodplain management questions and programs.
10. Signs off on Building Permit applications.
11. Completes various special projects as assigned.
12. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:
General knowledge of principles and practices of urban and rural planning; local land use laws and planning theory; ability to read and interpret subdivision plans, site plans and survey plats; ability to gather and interpret technical and statistical information and prepare technical reports; the ability to establish and maintain effective working relationships with local government officials, associates and the general public and basic knowledge of Microsoft word and excel.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, engineering or a related field and some experience in urban planning.

PHYSICAL REQUIREMENTS:
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:
Possession of a valid driver’s license.
Occasional evening work to attend Planning Commission Meetings.
ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:
All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV., 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:
The kind of examination/screening for positions announced will vary with each position and may include:
- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:
Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:
Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:
(the following is unavailable for part-time and temporary positions)
- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days Per Month</th>
<th>Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5 years</td>
<td>1.25 days</td>
<td>15 days</td>
</tr>
<tr>
<td>5 – 10 years</td>
<td>1.50 days</td>
<td>18 days</td>
</tr>
<tr>
<td>10 – 15 years</td>
<td>1.75 days</td>
<td>21 days</td>
</tr>
<tr>
<td>15 years plus</td>
<td>2.00 days</td>
<td>24 days</td>
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HEALTH, RETIREMENT & MISCELLANEOUS BENEFITS:
(some of the benefits may be available to regular part-time employees)
- Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER