



## **Planning Evaluation Coordinator – Boards and Commissions #02722**

### **City of Virginia Beach – Job Description**

Date of Last Revision: December 3, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 16

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform, coordinate, and supervise a variety of professional planning, research, and analysis related activities.

### **Representative Work Functions and Responsibilities**

- Provide recommendations and comments to the Planning Director, other city agencies, City Council, City boards and commissions, and the public on a variety of planning related subjects as appropriate.

- Responsible for the coordination of, supervision of staff involved in, and preparation of the monthly Commission and Board Agendas (Planning Commission, Chesapeake Bay Board, Wetlands Board, Historic Preservation Commission and/or Board of Zoning Appeals) of applications as appropriate for each or all boards which may include rezonings, conditional use permits, subdivision variances, street closures, floodplain variances, CBPA variances, Wetlands Permits, Historic Preservation permits and approvals and ordinance amendments; present staff recommendations on agenda applications to the referenced Boards and Commissions at meetings; coordinate and attend all applicable public hearings, workshops, van trips, and special meetings; and in the absence of the Director, take his or her place at the public hearings.
- Prepare City Council Agenda Request Forms transmitting Board and Commission recommendations for City Council consideration and action; assist the Planning Director in communicating Board and Commission recommendations during City Council hearings and communicate those recommendations in the absence of the Director; and coordinate revision of the City's Official Maps to reflect actions taken by the City Council and/or Boards and Commissions and maintenance of the historical record of those changes.
- Coordinate and supervise professional and technical staff responsible for site plan review for zoning compliance; and review applications submitted for public hearing with regard to compliance with various City ordinances, policies, and adopted plans.
- Coordinate the compilation of comments received from reviewing City agencies.
- Research information for Boards and Commissions and City Council agenda as required.
- Provide information and support regarding development review process to the public and other City staff as required.
- Prepare reports and studies on development review related topics as needed.
- Represent the City and Planning Department on special projects as directed.
- Meet with developers, investors, attorneys, and corporate executives and advises each on how to reach their development objectives within the bounds of City ordinances and policies.
- Serve on various City committees as a representative of the Department.
- Coordinate policy development and problem solving among various City departments and agencies. Coordinate Division's computer system and needs and develop computer-based solutions to provide City
- staff and the public with up-to-date and accurate information relating to development review. Assist Division and Department staff by providing needed support and direction.
- Assist Planning Administrator as requested in support of the Planning Commission, Chesapeake Bay Board, Wetlands Board, and Historic Review Board.

- Assist Planning Administrator as requested in the coordination of all aspects of the Current
- Planning Division and serves as Division Coordinator in the absence of the Current Planning Coordinator.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Satisfactorily coordinate the preparation of Board and Commission agendas and satisfactorily communicate staff recommendations.
- Satisfactorily coordinate the preparation of the City Council Agenda Request Forms communicating Board and Commission recommendations to the City Council.
- Satisfactorily coordinate the review of preliminary subdivision plats and site plans for zoning compliance.
- Properly represent the Planning Department and the City in matters which involve judgment, discretion, and tact.
- Prepares all reports and studies in a timely and professional manner.
- Interpret development review ordinances and policies correctly.
- Provide acceptable alternatives to deal with problems encountered during the review process.
- Accurately and diplomatically respond to requests for information and policy interpretation.
- Effectively communicate with staff and general public.

## **Minimum Qualifications**

Education and experience equivalent to ten (10) years in planning or development related work utilizing knowledge, skills, and abilities in such positions as planner, surveyor, engineer, or development review officer.

## **Preferred Qualifications**

- Master's degree related field.
- Membership, Certification or Licensure in professional related field (Civil Engineering, Planning, Landscape
- Architecture, Environmental Science etc.)
- One (1) year in a supervisory role.

## Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*