



Planning Technician I #00905

City of Virginia Beach – Job Description

Date of Last Revision: December 3, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 19

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 a variety of technical assignments in support of the planning department.

Representative Work Functions and Responsibilities

- Perform preliminary and final site plan and subdivision plat review to ensure compliance to the City's zoning, subdivision, and site plan ordinances.
- Assign street names and residential and commercial addresses to establish uniformity with City codes.
- Perform technical and statistical research and graphic support for the maintenance of comprehensive plan and related plans.

- Prepare graphic and slide presentations for the Planning Commission and City Council hearings to better illustrate projects.
- Coordinate and provide graphic support for the Capital Improvements Program.
- Prepare special reports involving software programs using various computer files and provide data entry and information/report services in support of the professional staff.
- 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

- Adequately perform the various functions related to the review of land development proposals.
- Assign street names and addresses in a proficient manner.
- Satisfactorily prepare Planning Commission Agenda materials.
- Perform selected technical research accurately and expeditiously.
- Deal with the public, other City staff, and the development community effectively.
- Provide timely and accurate reports and properly represent CIP projects in a reproducible format for publication.
- Accurately enter data in computer files.
- Efficiently format computer generated reports.
- Update and maintain computer files according to time standards.

Minimum Qualifications

Requires high school or GED plus two (2) years' experience in fields providing the required knowledge, skills and abilities and associated with such positions as planning aide, research assistant, graphics assistant, or illustrator; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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.