

COUNTY PLANNER - LUNENBURG COUNTY

Lunenburg County's planning position is under the supervision of the County Administrator. The essential function of the position is to work with the County Administrator and others to develop, implement, and manage the county's planning activities. The job purpose is to further develop and enhance community strengths and mitigate weaknesses, diversify and grow the County's business base, job market, and tax base through comprehensive planning. The Planner promotes, communicates and reinforces the Board of Supervisor's goals and objectives for growth in Lunenburg County, reports and organizes information for the Planning Commission and Board of Zoning, and manages grants for community improvement. The Planner cooperates and coordinates with other local, regional and state economic development partners. The Planner supports job creation and retention in all aspects of planning, while adhering to or making recommendations to the Zoning Ordinance and County Code of Ordinances.

Education and Experience: Any combination of years of experience and/or education equivalent to a four-year degree with time focused on economic development, community planning or other closely related field. Demonstrated knowledge of Lunenburg County communities and proven ability to plan, develop and implement community and business development strategies. Basic knowledge of local, regional, and state organizations, relationships and processes. Knowledge of Lunenburg County's industry locations, facilities, logistics, financial, labor, and business service needs. County residency is preferred, but not required if the knowledge and understanding of Lunenburg is apparent and extensive.

Knowledge, Skills, and Abilities: Ability to immediately establish and maintain cooperative and effective working relationships with governmental staff, businesses of all sizes and types, elected officials, citizens, the media, civic and community organizations. Ability to gather, analyze, and evaluate economic/community studies, marketing studies, County Zoning Ordinances, and planning activities. Must possess pertinent marketing abilities, and oral and written communication skills. Must be a team player in a small office, but also be a motivated self-starter.

Compensation: Either full-time salaried with benefits or accommodations may be made for a part-time staff member for approximately 25 hours per week at the discretion of the County Administrator, based on qualifications and ability to meet all job requirements. Compensation is commensurate with experience and terms of employment.

A full job description and applications are available at the Lunenburg County Administrator's Office, 11413 Courthouse Road, Lunenburg, VA 23952. Please submit completed application with resume and employment-related references to the Lunenburg County Administrator's Office or via email to County Administrator, Tracy Gee, at tgee@lunenburgva.net, by March 21, 2018 to be considered for first-round of interviews. Lunenburg County is an Equal Opportunity Employer. Position open until filled.