



Job Title: Planner
Location: Middle Peninsula
Salary Range: \$17.50/hour - \$20.00/hour
Position Type: Part-Time
Deadline: Open until filled

Job Description

The Berkley Group seeks a qualified, self-motivated applicant to serve as a Planner for the company. It is possible for the position to transition to full time. The position will assist localities in the Middle Peninsula region with planning and zoning functions.

Primary functions include:

- Regular, reliable attendance necessary;
- Strong customer service in working with the local governments, general public, contractors, architects, developers, public officials, state and federal agencies, etc.;
- Managing and coordinating Rural Transportation Planning programs;
- Developing surveys and analyzing results;
- Review of site plans, rezonings, subdivisions, etc., for compliance with the Zoning Ordinance, Subdivision Ordinance, and other local and state regulations, as needed to support localities;
- Drafting staff reports, filing, and record keeping;
- Long-range planning project development and management, including minor Comprehensive Plan work such as amendments;
- Researches and applies for appropriate grant funding; manages grant programs including reporting, financial reimbursement, and project management;
- Staff support for the Planning District Commission as necessary;
- Independent and team work on a variety of special projects;
- These duties may evolve or otherwise be amended to meet the needs of contract clients.

Skills & Qualifications

Thorough knowledge of current and long-range planning activities including transportation planning, zoning and code enforcement practices as applicable to the Commonwealth of Virginia; ability to read and interpret local, state, and federal regulations, surveys, site plans, plats, and plans of development; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish effective working relationships with local staff, regional partnership staff, state agencies, contractors, architects, land developers, associates and the general public; strong verbal and written communication skills. Technical skills, including proficiency in GIS and desktop publishing systems, desirable. **AICP and CZO/CZA credentials preferred.**

EDUCATION & EXPERIENCE

Graduation from an accredited college or university with major course work in planning, public policy, or a field related to urban planning, community development, or public administration.

Submit a cover letter, resume, and three professional references to Todd Gordon at todd@bgllc.net.

The Berkley Group is an Equal Opportunity Employer