



Job Title	Planner- Development Review (CD)
Closing Date/Time	Continuous
Salary	\$42,557.00 - \$57,459.00 Annually
Job Type	Full-time
Location	Hanover Courthouse, Hanover, Virginia
Department	Planning Department

General Description: This is a professional position. The incumbent performs complex tasks related to the review and processing of Planning applications. Types of applications include construction plans, commercial site plans, subdivision plats, landscaping and lighting plans, rezoning, conditional use permit, and special exception. Duties involve regular contact with the public, engineers, and developers, as well as technical support to the Planning Commission and Board of Supervisors.

Organization: The Planner position is part of Hanover County's Career Development Program (CD). The Planner Career Ladder has four (4) levels ranging from Planner I to Senior Planner II. Incumbents normally report to the Principal Planner and supervise no staff. Planners may receive workflow direction from a Senior Planner and may provide guidance to a Planning Technician or a lower level Planner.

Essential Functions:

- Reviews applications for approval/revision.
- Assists applicants, engineers and developers to resolve problems.
- Prepares reports and supporting graphic display materials for the Planning Commission.
 - Reviews commercial, industrial, and multi-family building permits
 - Conducts certificate of occupancy and subdivision inspections
- Performs special projects/analysis as needed.
- Insures timely processing of applications and coordinates comments of reviewing agencies.
- Assists with review/update of Comprehensive Plan, as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
 - Field – Requires some travel to work sites.
- C. Physical Effort

- Minimal
- D. Exempt

Knowledge, Skills and Abilities: Requires a general knowledge of the principles and practices of urban and regional planning. Knowledge of recent developments in the field of County Planning, preferred. Knowledge of comprehensive planning, zoning, land development and engineering practices, preferred. Must be able to analyze and compile technical and statistical data. Ability to communicate effectively both orally and in writing is required.

Education, Experience and Training: Bachelor's degree in Planning or a related field and three years of professional experience required. Master's Degree preferred; may be substituted for one year of experience. Experience reviewing subdivision construction plans and plats and public customer service experience preferred OR any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience such as a Master's Degree.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- Criminal Records Check
- Work beyond normal work schedule
- Twelve-month probationary period

For a complete description and/or to apply for this position, please visit our career site at www.hanovercountyjobs.com. EOE/MFDV.