

Planning Administrator

Planning

Hiring Range: \$63,503 - \$74,737

Deadline: 5pm March 7, 2019

Chesterfield County's Planning Department is seeking a Planning Administrator to manage land use cases to include rezonings, conditional uses, special exceptions and variances for residential and non-residential development, ordinances, and policy amendments. Daily contact with county officials, development community, area citizens, property owners and civic groups. Preparation of staff reports and presentations to Planning Commission, Board of Supervisors, Board of Zoning Appeals, and community and civic groups on a regular basis. This position involves fieldwork and evening meetings. Perform other work as required. Successful candidate will possess a master's degree in planning, landscape architecture or related field and five years of experience in land use evaluation, ordinance amendments or development review; or an equivalent combination of training and experience. Ability to work independently and as part of a team; strong written and verbal communication skills; and management of multiple projects in a fast-paced environment. Ability to establish and maintain effective working relationships with a diverse range of customers and to quickly and accurately research, analyze, interpret and apply a wide range of data in problem-solving situations. Knowledge of planning and land use principles, and zoning laws and ordinances. Considerable skills and experience in the use of personal computers, word processing, geographic information systems (GIS), Pictometry, Microsoft Excel and PowerPoint to produce reports and presentations. Ability to read and interpret land use plans, development plans and ordinances. **Good driving record required. Must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit careers.chesterfield.gov to view instructions and to complete and submit an application. (804) 748-1551.

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