Plan

Planning Department

Hiring Range: $45,379 - $53,407

Deadline: 11:59 p.m. March 15, 2020

Chesterfield County’s Planning Department is seeking a Planner to work with residential building permit and occupancy reviews including architecture and landscaping elements within residential communities. Responsible for residential parcel plat review and management of bonds received for incomplete work. Track and report workloads of the section. May assist in various special projects including ordinance amendments. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives based on performance, qualifications and experience.** Successful candidate will possess a bachelor's degree in planning or related field; one year of experience in residential design or development review preferred; or an equivalent combination of training and experience. Exceptional customer service skills, with the ability to work effectively with a diverse range of customers in a fast-paced and highly technical environment. Strong written and verbal communication skills. Ability to establish and maintain effective working relationships. Ability 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 skill and experience in the use of personal computers, including geographic information systems (GIS), word processing, and using Microsoft Excel to manage process workflow and improvement. Ability to read and interpret land use plans, maps, charts, surveys, and site plans. Ability to perform fieldwork including inspections of construction sites. Specific experience in site construction is a plus relating to architecture and landscaping. **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 chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

*An Equal Opportunity Employer Committed to Workforce Diversity*