

Principal Planner

\$59,545 / year or higher DOQ + [Full-Time County Benefits](#)

Located on the historic Virginia Peninsula, James City County offers a great blend of friendly, small-town feel with big city culture and resources. As one of the divisions responsible for maintaining James City County's high quality of life, the James City County Planning Division is seeking an individual to perform advanced professional work to achieve the vision of the Comprehensive Plan and to fulfill the mission of the County of working in partnership with all citizens to achieve a quality community. Specifically, the individual will oversee development review functions through development, implementation and oversight of various policies and procedures, staff members and comprehensive reports and databases.

Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Assists the Director of Community Development and Planning in establishing policies and procedures for assigned area of responsibility, including developing budget and work program for the Division.
- Works with the Director to implement, monitor and evaluate initiatives and directives of the Board of Supervisors and County Administrator.
- Manages and evaluates long-range projects, special projects, and development proposals; oversees staff communication with media on projects.
- Reviews, explains, interprets, and promotes compliance with established rules, policies and procedures; drafts correspondence to property owners, developers, agencies, and others; serves as liaison for division; attends meetings and makes recommendations to committees, commissions and elected officials.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in civil or environmental engineering, urban planning, architecture or related field; considerable work experience.
- Must possess, or be able to obtain within 30 days, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of the principles, practices, and techniques of urban and regional planning and development; Federal, State, and local ordinances, codes, and regulations pertaining to planning, zoning, and community development; considerable knowledge in public administration and finance as related to urban planning.
- Skill in use of computer software including Microsoft Office Suite.
- Ability to plan, organize, supervise, and evaluate research projects; make effective presentations in oral, written, and graphic form; organize, motivate, and supervise professional, technical, and clerical personnel engaged in planning, zoning, and community development and evaluate their work; initiate and effectively carry projects through to completion in a timely fashion and ensure that the section work program and projects meets identified County goals and objectives; establish and maintain effective working relationships with County officials, developers, architects, engineers, and contractors; work as a team member

[Click here](#) for full job description. Accepting applications until 11:59 pm EST on 03/27/2020.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>