

**Assistant Director of Planning**

**Planning Department**

**Hiring Range: \$84,135 - \$113,902**

**Deadline: 11:59 p.m. September 27, 2020**

The County of Chesterfield is excited to announce a new position in the Planning Department. This new position, the Assistant Director for Development Review, will report directly to the Planning Director and be primarily responsible for all the activities and policies regarding Land Use Zoning, Customer Assistance, and Plans Review Sections within Chesterfield County Planning Department. This position will have supervisory authority over these three sections, consisting currently of twenty-six (26) staff members. Specific duties are as follows: assumes management responsibility for identifying workload needs, assigned services and activities of the Zoning, Customer Assistance and Plans Review Sections of the Department. Oversees operations for Zoning, Customer Assistance, and Plans Review Sections of the Department. Oversees the recruitment, employment, evaluation, and release of staff and contract personnel for the Zoning, Customer Assistance and Plans Review Sections of the Department. Develops and oversees goals, objectives, policies and procedures for the Zoning, Customer Assistance, and Plans Review Sections of the Department. Directs and oversees the development and implementation of public outreach activities; oversees and participates in a variety of public relations, outreach, and education work related to planning activities; participates in a wide variety of community and public meetings; gives formal presentations on planning matters. Provides direction and guidance to senior staff, assists in training and mentoring opportunities within the department. Interacts closely with senior management and elected/appointed officials. Represents the Planning Department on multiple cross-departmental committees. Reviews all departmental reports, documents and presentations produced by the Zoning, Plans Review, and Customer Assistance sections of the Department. Provide quality control review of staff work products. Evaluates planning-related legislation and applicability to department projects. May be asked to serve as Director in the Director's absence. Perform other work as required. Successful candidate will possess a bachelor's degree in urban planning, landscape architecture or related field (master's degree preferred) and five or more years of planning experience and three or more years of supervisory experience; or an equivalent combination of education and experience. American Institute of Certified Planners (AICP), American Society of Landscape Architects (ASLA), Professional Landscape Architect (PLA), Congress for New Urbanism (CNU), Leadership in Energy & Environmental Design (LEED) or similar certification preferred. Substantial experience and superior knowledge regarding Zoning, Subdivision, and Site Plan review practices. Considerable knowledge of the theory, principles and techniques of the planning profession and development process. Considerable knowledge of federal, state (Virginia) and local laws, ordinances and codes pertaining to a wide variety of planning topics. Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation. Considerable knowledge of the methods and techniques of research and analysis. Considerable knowledge of the principles of budgeting and finance. Knowledge of real estate terminology, laws, practices, principles, and regulations. Ability to assess and manage Planning Department technology needs. Proven management skills and ability to manage day-to-day operations, including administrative, technology and information management, especially regarding Zoning and Plans Review. Exemplary leadership skills and team-building experience. Strong written and oral communication skills, including the editing, oversight or preparation of technical

reports, and the presentation of information to government entities and various committees. Strong interpersonal, negotiation and public relations skills to work effectively with various officials, staff, citizens and other customers. Ability to understand and manage high-profile, sensitive or controversial political situations. Strong mediation and problem-solving skills. Ability to exercise sound and independent judgment within general policy guidelines. **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](http://chesterfield.gov/careers) to view instructions and to complete and submit an application. (804) 748-1551.

***An Equal Opportunity Employer Committed to Workforce Diversity***