

Planning Administrator

Planning Department

Hiring Range: \$64,456 - \$75,859

Deadline: 11:59 p.m. October 18, 2020

Chesterfield County's Planning Department is seeking a Planning Administrator to manage land use cases to include re-zonings, conditional uses, special exceptions and variances for residential and non-residential development, draft ordinances, and policy amendments. Daily contact with county officials, including Board of Supervisors and Planning Commissioners, the development community, area citizens, property owners and civic groups, and other internal department personnel. 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 frequent 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, drafting ordinance amendments and development review; or an equivalent combination of training and experience. Ability to work independently and as part of a team. Must have professional writing skills related to writing legal code, and writing staff reports, presentations, and summaries that communicate concepts and regulations to the general public. Experience presenting analyses and findings of land use applications at public meetings. Must be able to manage multiple projects involving various levels of complexity 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. Should possess a general working knowledge of various aspects of land development such as construction practices, environmental engineering practices, transportation engineering. 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. Based on Virginia point system, record 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. Out of state driving records must be obtained by applicant and presented at time of interview. Record must reflect at least three years of history and be dated within 30 days of interview. 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