



COUNTY OF WARREN, VIRGINIA PLANNING DIRECTOR

Warren County (est. pop. 40,000), covering 219 sq. miles located in the northern Shenandoah Valley, is seeking highly motivated and experienced candidates with strong leadership skills for the position of **Planning Director**. Warren County is known for its prime location; scenic beauty; tourist attractions such as the Skyline Drive, Skyline Caverns, and the Shenandoah River; proximity to numerous colleges and universities; strong public school system; and its diverse economy and workforce.

General Description of Work:

This position performs complex professional and administrative work directing the activities of the Planning Department. Supervision is exercised over a department of currently four (4) full time employees. Responsibilities include planning, organizing, and directing planning and zoning activities, services, programs and staff; preparing research, analysis, plans, ordinances and reports for a range of planning activities; planning, organizing, and directing all planning activities; serving as staff support to the Planning Commission and preparing correspondence and reports for the Planning Commission, Board of Supervisors and other various boards and committees; overseeing the development, interpretation and enforcement of the Zoning Ordinance and related environmental codes; guiding development proposals as required by the County Code; developing and overseeing the annual department budget; promoting a long range planning vision and approach; coordinating activities with various local, state, and federal agencies; etc.

Education and Experience:

Successful candidate must possess comprehensive knowledge of the principles and practices of urban and regional planning including subdivision development; thorough knowledge of economics, local government finance and sociology as they apply to planning; thorough knowledge of current literature and recent developments in the field of planning; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; and strong communication and public relations skills. Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in planning, public administration or related field. A Master's degree is preferred. Must have considerable experience in professional planning with an AICP certification preferred. Salary range is \$78,340-\$119,204 with an excellent benefits package. Beginning salary is negotiable based on qualifications and experience.



How to Apply:

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, a completed Warren County Employment Application, and five professional references to: Warren County, ATTN: Jodi Saffelle, Human Resources Director, 220 North Commerce Avenue, Suite 100, Front Royal, VA, 22630, or by email to jsaffelle@warrencountyva.net. Telephone is (540) 636-4600. Warren County's Employment Application and job description is available on the County's website at www.warrencountyva.net. Applications will be accepted until the vacancy is filled. Application reviews will begin March 1, 2021. Warren County is an Equal Opportunity Employer.