

## **Assistant Director of Planning**

### **Planning Department**

**Hiring Range: \$84,976 - \$115,041**

**Deadline: 11:59 pm March 21, 2021**

Chesterfield County's Planning Department is seeking candidates for the Assistant Director-Comprehensive Planning and Administration position due to the recent retirement of the incumbent. This position reports directly to the Planning Director and is responsible for all activities and policies regarding Comprehensive Plans and Research, Information Management, and Administration. This position provides leadership and direction to several major functions of the department under the three teams. 1) Comprehensive Planning and Research (CPR) - develops long range plans for the county's future growth through comprehensive plan, area plans, and special projects including necessary research used to formulate policy. 2) Information Management - manages technical programs (ELM, E-Plan Review), equipment and software necessary for the department's daily function. 3) Planning Operations and Efficiency Team (POET) - manages important administrative aspects of the department such as required legal advertising and notification, Commission and Board staff report production, purchasing, and personnel and payroll matters. This position is also responsible for the preparation of the annual department budget and provides the Director assistance managing certain personnel issues. In addition, other duties include: manages workload, assigned services and activities of the three teams mentioned above through the managers of each team. Oversees the recruitment, employment, evaluation, and release of staff and contract personnel for the CPR, Information Management and POET sections of the Department. Develops and oversees goals, objectives, policies, and procedures for these team. 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. Provides quality control review of staff work products. Evaluates planning-related legislation and applicability to department projects. Perform other work as required. May be asked to serve as Director in the Director's absence. Successful candidates will possess a bachelor's degree in urban planning, landscape architecture or related field and five or more years of planning experience and three or more years of supervisory experience, or an equivalent combination of education and experience. A master's degree in urban planning, landscape architecture or related field is preferred. Preferred certifications are: American Institute for Certified Planners (AICP), America Society of Landscape Architects (ASLA), Professional Landscape Architect (PLA), Congress for New Urbanism (CNU), Leadership in Energy and Environmental Design (LEED) or similar certification. Substantial experience and superior knowledge regarding comprehensive planning, GIS and technical related activities, and administrative functions. 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. 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. **Current valid driver's license and good driving record required. Based on the Virginia DMV 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. Records must reflect at least three years of history and be dated within thirty days of interview date. 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*