

Planning Administrator

Planning Department

Hiring Range: \$65,101 - \$76,618

Deadline: 11:59 p.m. April 25, 2021

Chesterfield County's Planning Department is seeking a Planning Administrator. Under the direction of Planning Manager, directly supervises, trains and evaluates the work of a minimum of four staff operating in the customer service center. Serves as Lead Planner; mentors and guides all customer service staff. Responsible for all application intake into the Planning Department; responsible for all cash and credit receipts closeout on a daily basis. Meets on a weekly basis with Planning Manager to facilitate and negotiate resolution of difficult issues relating to customer service or special assignment projects; responsible for producing and maintaining data bases; produces weekly and monthly workload indicator reports for the Planning Manager, Planning Commission and Board of Supervisors; produces annual reports; serves as project manager for difficult planning projects and/or specialized studies to include: drafting 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. 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. **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