



PRINCIPAL PLANNER/PROJECT MANAGER

General Description: This is a professional mid-management position, and is part of the Planning Department's Management Staff team. The Principal Planner/Project Manager will be responsible for managing department functions related to comprehensive planning, rezoning, and site plan and subdivision review. A key responsibility of this position is to monitor the various processes to which the position is assigned and intervene when appropriate to resolve conflicts which could delay a project. The position may serve as a member of a management team with representatives from other departments and/or citizen groups to accomplish project objectives. The incumbent will also review zoning applications, site and subdivision plans for some projects, especially for those projects designated as priorities by economic development.

Organization: The Principal Planner/Project Manager reports to the Deputy Director and supervises staff as assigned. This individual will also have access to Community Development Department Directors for the purposes of facilitating efficient project reviews.

Essential Functions:

- Assigns projects to Planners.
- Provides technical expertise and reviews zoning applications (including Conditional Use Permits and Special Exceptions), site plans, construction plans, and subdivision plans as needed
- Supervises staff as directed by the Deputy Director.
- Tracks and reports progress of projects.
- Acts as Liaison to other review departments, agencies and citizens wishing to know the current disposition of a project.
- With Project Managers from other departments, resolves issues that may delay process or acts as conduit to get necessary information/interpretations from appropriate authorities.
- Research policy issues and prepare reports as necessary, including comprehensive plan and ordinance amendments.

Hiring range is \$64,446 - \$87,029, plus excellent benefits.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com.