

County of Rockingham, VA
Director of Planning

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: a combination of 5-8 years of experience and education in planning or related fields is preferred

Minimum Education Requirements: Bachelor's degree in planning or related fields

Direct Supervisor: Director of Community Development

Primary Work Location: Office setting

Physical requirements: This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Job Summary: To promote coordinated land use, transportation, and economic development in the County and to aid informed decision-making by officials and the community.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Analyze current development requests and make decisions or recommendations by meeting and communicating with interested parties, coordinating responses with other departments, performing background research, and working within committee and government structure
- Develop plans for identifying and implementing County goals by employing planning methods; working with officials, agencies, and the public; constructing planning documents, reports and proposed regulations; and working within public hearing and decision-making processes
- Facilitate the functioning of the Planning Commission by preparing and collecting information, applications, and items forwarded from the Board of Supervisors, and organizing into monthly agendas
- Contribute to the overall effectiveness of County administration by participating in staff and Board of Supervisors meetings, developing, and administering the planning division budget, and reporting on activities and significant items of concern or interest. Lead or participate in transportation projects and short- and long-range transportation plans.
- Attend local and state meetings to ascertain interests to County and to address those interests as appropriate
- Supervise professional and clerical planning staff by meeting formally and informally, individually and in groups, to discuss status reports and to provide direction and instruction; and by assessing employee conduct and performance and taking appropriate action
- Involved in hiring or firing subordinates or makes hiring and firing recommendations that carry significant weight

Knowledge

- Computer proficiency including Microsoft Office products
- Basic knowledge of internet and software used by the department
- Knowledge of the Spanish language is preferred

Skills

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Choosing the most appropriate action by considering the relative costs and benefits of potential actions

Abilities

- Combine pieces of information to form general rules or conclusions
- Utilize strong problem-solving skills
- Maintain regular attendance at work
- Learn and use the county's permit tracking system

To Apply

All applicants must apply online at www.rockinghamcountyva.gov.

Application review will begin as soon as possible. **Deadline to apply is August 20, 2021.**

Rockingham County is an Equal Opportunity Employer