

DIVISION MANAGER-LAND PLANNING

Loudoun County, Virginia, one of the fastest-growing counties in the nation, is currently seeking applicants for the position of Land Planning Division Manager. The Land Planning Division Manager is a senior leadership position in the Department of Building and Development. This position is responsible for managing and supervising a team of Planners and Planning Technicians that provide a technical review, processing, and management of land development applications related to the subdivision of property manages performance bonds and maintains County records on all administrative land development applications. This position assists with strategic plans; ensures that goals for the Department are aligned with strategy and are achieved; monitors budget/expenses for the Division supervises customer services and ensures compliance with County policies/procedures and laws/regulations related to the Division. This position ensures compliance with County, State, & Federal regulation through written correspondence with applicants; provides technical expertise to applicants, to the Department of Building and Development and other County Departments, and outside agencies; delivers accurate and timely information to the public as requested; and represents the Department of Building and Development at various County Committee meetings, at HOA meetings, and as addressing citizen complaints.

Candidates must have a comprehensive knowledge of County government and the workings of other departments, HR, and County political structure, and knowledge of the Land Development program area best practices and standards. Additionally, knowledge of the program area and system necessary to meet and exceed state, federal, and local mandates and requirements for Division is preferred. Successful candidates must possess excellent written and verbal communications skills, computer skills, and experience with electronic plan submissions and reviews.

- Master's degree in Business, Public Administration, Planning, or a related field; five (5) years of related work experience as a project manager in planning or a related field including two (2) years of supervisory experience; or equivalent combination of education and experience.
- Project Management Professional (PMP), Certified Zoning Administrator (CZA), American Institute of Certified Planners (AICP), or equivalent certification(s) are preferred.

Hiring Range: \$83,268.48- \$116,575.87. Salary Commensurate with Experience

Occasional attendance at meetings or Public Hearings after normal business hours may be required.

This position may qualify for relocation assistance in accordance with County policy. This position requires a valid driver's license, driving record, credit, and criminal background check.

Salary Range: \$83,268-\$149,883 Recruitment #22-135-3372 Visit our on-line employment center at <https://www.loudoun.gov> for more information and to apply. EOE