

Planning Services Manager

Status: Full-Time

Compensation: \$66,252 - \$86,128 annually

Role Overview

Orange County, Virginia is seeking a Planning Services Manager to join the management team for their Planning & Development Services Department. The Department manages comprehensive and current planning, building and development permitting, building inspections and code enforcement.

Orange progressively balances a strong sense of historic and rural preservation with proactive economic development, and utilizes context-sensitive planning, zoning, and land use practices to sustain the rural character of Orange County while enhancing and improving the quality of life for all its citizens. Orange County includes the developing towns of Orange and Gordonsville and the urbanizing Germanna-Wilderness Area. The Planning Services Manager serves in a position that is highly visible to the public and the elected officials, and performs professional and technical work regarding planning policy, adopting ordinances, and planning documents, reviewing development proposals, and encouraging and practicing positive public engagement. Work involves considerable public contact, occasionally regarding sensitive issues requiring judgement, firmness and tact. Position reports to the Planning and Development Services Director.

Role Description

- Leads the Planning Services division of the Department of Planning and Development Services to accomplish the Planning Services work program.
- Trains, manages, counsels and guides employees including coordinating schedules, recognizing and resolving needs and problems, conducting performance evaluations and describing work programs, jobs and tasks.
- Provides staff support for the development, implementation, and management of the Comprehensive Plan; coordinates the update and revision of the Comprehensive Plan.
- Coordinates current planning activities, including review and approval of zoning applications, variance applications, permit applications, site plans, subdivision plats, and other development applications and plans.
- Performs research and data collection and prepares reports on a variety of relevant topics including policies and code amendments.
- Uses the county's geographic information system (GIS) data to enhance planning programs.
- Works frequently with other departments and outside agencies.
- Attends regular bi-monthly Planning Commission meetings; attends Board of Supervisors and other meetings as needed.

- Develops, recommends, and oversees the annual operating and capital budgets for the Planning Services division, the Planning Commission, and the Board of Zoning Appeals.
- Maintains a working knowledge of emerging practices in current and comprehensive planning, land development and finance, and economic development, as well as methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions, as appropriate.

Minimum Education and Experience

Bachelor's Degree from an accredited college or university in Planning, Landscape Architecture, Public Administration, or related field. Master's Degree in a similar area or related field is desirable. Minimum of five (5) years' progressively responsible local government planning experience. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

The ideal candidate will possess considerable knowledge of current and long-range planning principles, be inspired to serve the public, and be motivated to promote community development in a growing part of the Virginia Piedmont.

Skills

Strong analytical abilities; working knowledge of planning, zoning, and evolving land-use principles; the ability to function independently and as a team member; skill in the use of Microsoft Office software, ESRI ArcGIS software, photo editing software and other typical planning-related software packages; comfort in making presentations and producing original reports; the ability to interpret legal records. Project management, maintaining interpersonal relationships and the ability to respond patiently and calmly to differing viewpoints on a variety of topics are also necessary skills.

Physical Demands / Work Environment

Work is performed in a typical office environment and involves sitting, standing, walking, and bending/crouching for extended periods of time. Applicants must be physically able to operate a variety of office machines, tools, and equipment, such as a computer, printer, plotter, copy machine, etc., and possess the ability to exert moderate physical effort in light work which may involve some lifting, carrying, pushing and/or pulling of objects and materials of up to fifty (50) pounds. Occasional field work is required. Attendance at bi-monthly evening meetings is required.

Orange County is an equal opportunity employer. Orange County does not discriminate or allow discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other protected class as established by law.