

## **Planner I/II/III**

Competitive Salary DOQ + [Full-Time County Benefits](#)

Located on the historic Virginia Peninsula, James City County offers a great blend of friendly, small-town feel and big city culture and resources. As one of the divisions responsible for maintaining James City County's high quality of life, the James City County Planning Division is seeking an individual to perform experienced/advanced professional work to achieve the vision of the Comprehensive Plan through long-range planning and development review functions to fulfill the mission of the County of working in partnership with all citizens to achieve a quality community. There are 3 levels of Planner distinguished by the level of work performed and the qualifications of the employee.

Planner I: \$41,428 / year or higher DOQ

Planner II: \$44,545 / year or higher DOQ

Planner III: \$47,898 / year or higher DOQ

### **Responsibilities:**

- Process and review legislative and administrative development applications for adherence to County goals and policies, and prepares recommendations and reports on assigned cases.
- Manage assigned projects and cases by coordinating and facilitating inter-departmental and inter-agency review.
- Present assigned projects, reports, cases, and other materials and acts as a liaison to local and regional committees, appointed boards and the Board of Supervisors.
- Respond to citizen, applicant, developer, and media inquiries related to planning matters related to the Comprehensive Plan, ordinances, and development cases.
- Participate in the development of the Comprehensive Plan, transportation and special projects, policies, and recommendations concerning the development of the County.
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### **Requirements:**

- Any combination of education and experience equivalent to a Bachelor's degree in planning or related field.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Considerable knowledge of the principles and practices of professional planning; requirements for land development, engineering practices, transportation planning and applicable procedures; some knowledge of economics, political science, sociology, and municipal finance as applied to professional planning.
- Ability to communicate effectively with others, both orally and in writing; compile and analyze technical and statistical information and prepare reports, plans, policies, ordinances, and other planning documents; prepare and present technical information clearly to large groups and the public; establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, and the public; collaborate and negotiate effectively; work as a team member; read and interpret site plans, conceptual plans, and subdivision plats.
- Ability to attend night meetings.

[Click here](#) for full job description. Accepting applications until filled. Cover letters and resumes may also be attached, but a fully-completed application is required in order for your application to be considered.

**Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**