



## CITY OF COLONIAL HEIGHTS

### Director of Planning & Community Development

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**SALARY RANGE:** \$83,640 - \$144,006 Annually; Negotiable

**CLOSING DATE:** October 22, 2021 at 5:00 PM (EST)

The City of Colonial Heights is seeking a highly professional, results-oriented Director of Planning & Community Development. The Director, who reports to the City Manager, provides the overall direction and supervision over all aspects of the department, and ensures that activities are completed consistent with City Council and City Manager goals, objectives, and directives.

The position is responsible for coordinating, overseeing and evaluating a variety of planning/community development functions, activities, programs and services, to include planning studies, the comprehensive plan, land development ordinances, zoning, building permits/inspections, property maintenance and code enforcement; serves as an advisor to the City Manager, City Council, Planning Commission, and other City officials, residents, the business community and the general public on planning related issues. Provides leadership and strategic direction for the City's land use planning and redevelopment processes. Interprets and analyzes statistical and technical information in the formulation and presentation of long-range and short-range development and compliance plans. Serves as zoning administrator. Reviews and coordinates site plans. Serves as staff for the planning commission, board of zoning appeals, architectural review, wetlands review, and other boards and commissions as assigned. Sits on local and regional planning boards and councils.

**Education & Experience:** Bachelor's Degree and over 10-years directly related professional & supervisory experience, or a Master's Degree and over 5-years directly related professional & supervisory experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Local government experience and AICP certification desirable. Thorough knowledge of and experience with planning and community development activities and grant writing. Knowledge of economic development activities. Ability to plan, organize, supervise and carry out complex research projects; negotiate in the public interest; and balance conflicting interests. Working knowledge of computer applications in planning and zoning, including Geographic Information System (GIS). Possess or obtain a valid Virginia driver's license. Successfully pass a criminal background investigation and pre-employment medical/drug screening.

A City of Colonial Heights employment application must be submitted online **by 5:00 p.m. (EST) on Friday, October 22, 2021.**

Please visit the City's employment website to apply online:

<https://www.governmentjobs.com/careers/colonialheightsva/jobs/3219372/director-of-planning-community-development?pagetype=jobOpportunitiesJobs>

The City of Colonial Heights is an Equal Opportunity Employer