

Town of Leesburg

DIRECTOR OF PLANNING AND ZONING

The Position

The Town of Leesburg is seeking a professional, collaborative leader to lead its Planning and Zoning Department. The next Director of Planning and Zoning has the opportunity to work in a thriving, historic town that is well-managed and provides excellent services to the community.

The Director of Planning and Zoning provides leadership and direction to an integrated team of professionals in the Department of Planning and Zoning with responsibility for a full range of services through four major operating functions: Administration, Application Review, Comprehensive Planning, and Zoning. The Director has five direct reports, which include the Deputy Director, the Senior Planning Project Manager, the Preservation Planner, the Planning and Zoning Analyst, and the Executive Associate.

The Director is responsible for working collaboratively with local, regional, and state agencies, as needed. The Director works very closely with the Town Manager on developing and reviewing all work activities to ensure efficient and safe operations and conformance with established state and federal laws, regulations, and policies. The Planning and Zoning Department is responsible for all updates to the Town Plan, administration of the Town's Zoning Ordinance, the issuance of zoning permits, the review of land-use applications, including rezoning and special exceptions, and the review and approval of changes in the Old and Historic District including Certificates of Appropriateness. The Director advises on strategies to implement the Town Plan and Zoning Ordinance. This includes close work with Economic Development and the Town Manager to help with business development and retention and the enhancement of residential neighborhoods. The Director works within the Department to create work plans, set administrative policies, goals and objectives, and manage priorities.

The Director of Planning and Zoning reports directly to the Town Manager and works closely with the Planning Commission, Board of Architectural Review, Board of Zoning Appeals, Environmental Advisory Commission, and Town Council.

Qualifications

Minimum requirements include any combination of education and experience equivalent to a bachelor's degree in planning or a closely related field in addition to ten (10) years of progressively responsible land use and management experience.

Preferred qualifications include experience with historic districts, revising zoning codes, redevelopment in a high-growth environment, and knowledge of Virginia's unique land-use laws and proffer system. A master's degree, AICP certification, and bilingual skills (English and Spanish) are also preferred.

Compensation and Benefits

The expected hiring range is \$150,000 – \$180,000, depending on qualifications, with an excellent benefits package.

How to Apply

Applications will be accepted electronically by Raftelis at raftelis.hire.trakstar.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Applications will be accepted through **February 14, 2021**.