

Senior Planner – Comprehensive Planning & Research Team

Planning Department

Hiring Range: \$52,369 - \$71,132

Deadline: 11:59 p.m. February 6, 2022

Join Our Team!

The Chesterfield County Planning Department is seeking a highly motivated person to join the Comprehensive Planning and Research Team. This position works closely with many of the various sections of the Planning Department as well as other County Departments, the Planning Commission, and the Board of Supervisors on various projects to include small area plans, ordinance amendments, and other comprehensive plan implementation projects. We work hard to achieve our mission, but we also value work-life balance. This position is eligible for a flexible work schedule to include a partial work from home option. We support professional development through offering career development plans, a tuition reimbursement program, our award-winning learning and development programs, and opportunities for advancement within the organization. If you are passionate about making a difference in the community, join our dynamic team of long-range planning professionals. Using innovative planning techniques to create a vision for the future, our team helps make Chesterfield County a First Choice Community for many years to come! Under general direction, the Senior Planner for Comprehensive Planning and Research manages projects in support of the county's Comprehensive Plan, including plan amendments, special area plans, zoning ordinance amendments, research and analysis, reports, presentations, and land use review and case management. In this position the senior planner establishes and maintains effective working relationships in support of planning projects. Additionally, this position conducts effective presentations regarding the comprehensive plan, small area plans, zoning ordinance amendments and related topics to staff, officials and residents. The Senior Planner can be expected to represent the County and the department on internal and external committees and working groups. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.**

Successful candidate will possess a bachelor's degree in planning, economics, environment, or related field along with at least two years of experience in areas such as project management, land development, zoning ordinance amendments, zoning case management; or an equivalent combination of training and experience. Preferred qualifications: Master's degree; at least three years of planning/local government experience and/or AICP certification. The successful candidate will have the ability to work independently and be a self-starter while contributing to the success of a dynamic team. It is vitally important to have strong written and verbal communication skills; excellent time management skills; the ability to manage complex, long-term projects; and an ability to form effective working relationships with citizens, officials, staff, departments, and agencies. Our ideal team member would possess a combination of the following abilities: Strong public speaking skills with an ability to prepare and make presentations to the Planning Commission and Board of Supervisors, citizen groups and the public. The ability to conduct research and analysis, including the use of geographic information systems (GIS). Extensive knowledge of planning processes and land use principles, laws, and zoning ordinances. Extensive experience with the use of personal computers and Microsoft Office 365 software programs such as Word, Excel, PowerPoint, and SharePoint. Knowledge of SketchUp or other modeling/design software; urban design knowledge is a plus. Ideal candidates will be skilled in understanding the 'big picture', be self-starters, creative, and visionary in solving community issues and in community engagement efforts. **Current valid**

driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Record must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required. A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion