

**CITY OF HARRISONBURG**  
invites applications for the position of:

# Planner

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$24.94 - \$28.68	\$1,995.20 - \$2,294.40	\$4,322.93 - \$4,971.20	\$51,875.20 - \$59,654.40

**OPENING DATE:** 07/13/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Are you seeking a career opportunity in a collaborative environment that allows you the opportunity to use your forward-thinking planning skills to benefit the local community? If so, apply to become a Planner with the City of Harrisonburg's Department of Community Development.**

The Planner role is a full-time position with benefits and a preferred hiring range of \$24.94 - \$28.68 per hour (equivalent to \$51,875 - \$59,654 annually); however, an exact salary will be dependent upon the selected candidate's qualifications and experience and in compliance with City Policy Section 3: Compensation. *Applicants may be considered for another level within the department at an annual rate commensurate with applicant qualifications, including:*

- [Planning Technician](#): \$19.76 - \$22.72 per hour (equivalent to \$41,100 - \$47,257 annually)
- [Senior Planner](#): \$28.05 - \$32.26 per hour (equivalent to \$58,344 - \$67,100 annually)

As a Planner with the city, you will:

- Review land use applications received for City Council and Planning Commission, including but not limited to rezonings, preliminary plats, special use permits, street and alley closures, and ordinance amendments;
- Review comments and coordinate the receipt of comments from City departments and the divisions of Community Development related to land use applications;
- Create recommendations pertaining to land use applications in the form of written staff reports intended for City Council and Planning Commission;
- Provide assistance and advise boards, commissions, and committees on land use and planning matters;

- Coordinate meetings with developers and the general public in the discussion of development proposals and construction projects;
- Offer guidance related to zoning and subdivision regulations;
- Evaluate the need for ordinance changes and provide research and support for revisions;
- Perform administrative reviews of subdivisions and coordinate the receipt of comments from City departments and the divisions of Community Development;
- Conduct research and data analyses pertaining to special topics and projects, such as zoning ordinance amendments for various land uses and business operations, current planning and zoning trends, demographic data, and more;
- Conduct research and data analyses for special plans, including but not limited to the Comprehensive Plan, neighborhood/small area plans, and other short and long-range plans;
- Operate a City vehicle in the performance of job duties;
- Perform related tasks as required.

**Minimum Requirements:**

- Bachelor's degree with coursework in planning, public policy, engineering, environmental studies, or a related field and moderate (1-3 years) experience in urban or regional planning, public policy, engineering, environmental science, or a related industry.
- Valid driver's license.
- Completion of the Virginia Certified Planning Commissioner Training within one year of hire date.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate should have:

- Thorough knowledge of:
  - Community development activities and their relationship to urban planning;
  - Community development best practices and related ordinances and laws;
  - Zoning, subdivision, and sign codes and enforcement practices.
- General skill in the:
  - Creation of staff reports and presentations to inform elected officials, including but not limited to City Council members and Planning Commissioners;
  - Creation of letters, electronic mail, and memorandums on various land use and zoning matters to a varied audience;
  - Assimilation of data into tables, charts, and graphs to support communications to a varied audience;
  - Creation of reports and research documents for consumption by department leaders and team members;
  - Creation of maps to support communications to a varied audience.
- The ability to read and interpret:
  - Information on engineered comprehensive site plans and other engineered drawings;
  - Information on maps and plats;
  - Design and construction standards manuals;
  - Building and construction plans.
- The ability to:
  - Utilize standard office equipment and software, geographic information systems (GIS), and the LAMA Land Management Software;
  - Convey concepts, reports, presentations, and data via public speaking delivery methods;
  - Make arithmetic computations and utilize simple geometry.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review; and
- Criminal background check.

**To Apply:** In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, to include previous work experience and education history. This position may close at any time after 10 calendar days. (posted 07/13/2022)

***The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5336 - (July 2022)  
PLANNER  
CM

OUR OFFICE IS LOCATED AT:  
409 South Main Street  
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Harrisonburg, VA 22801  
540.432.8920  
540.432.7796  
[employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov)

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