



POSITION VACANCY

PLANNER

Montgomery County, Virginia – Planning & GIS Department
#800220-1

The Montgomery County Planning Department has an immediate opening for Planner. Reporting to the Planning Director, the Planner provides basic planning services for the County. Customary duties include but are not limited to: reviewing administrative-level applications for residential site development plans and subdivision plats for compliance to County ordinances; providing customer service to residential and business communities, including providing information relating to planning and zoning, plus assisting with resolution of problems, issues, and complaints; participating in studies for preparation of amendments to development ordinances; and processing legislative-level applications for the department as needed, specifically Special Use Permits and Agricultural and Forestal Districts. Other duties may include processing requests for zoning & sign permits; assisting Zoning Administrator with Floodplain Ordinance projects/permits; oversight of the County’s Development Review team meetings; and assisting with review of departmental applications as assigned. Position will also assist with support/preparation for Planning Commission meetings; attend staff and other professional meetings to exchange information; attend technical or professional classes, seminars, or conferences to improve technical or professional skills; produce department newsletter, social media posts, and similar duties as assigned.

Bachelor’s Degree in Planning or related field plus two years related experience required. Successful candidate will have demonstrated ability to interpret regulations and codes, possess excellent oral and written communication skills, and high customer service acumen to interact successfully with a wide variety of stakeholders.

Salary band \$48,622 - \$77,795; starting pay dependent on experience/qualifications, plus excellent benefits package (paid health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more)! Qualified candidates should submit online application with resume and cover letter at: www.montgomerycountyva.gov/HR. Application review begins immediately, position open until **August 1, 2022** unless filled. To request application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/ sexual orientation/gender/identity, national origin, disability or protected veteran status.

