

## **Principal Planner**

### ***Department of Community Development***

Full-Time, Exempt

Pay Grade 19

VRS-Eligible, Benefits-Eligible

### ***Principal Planner***

The Principal Planner position undertakes assignments related to a full range of project management responsibilities in the Department. The primary focus of these responsibilities is to assist the Director and/or their supervisor in the management of policies of the Comprehensive Plan and/or the development review process.

### **The Expectations**

Essential functions and responsibilities of **Principal Planner** include, but are not limited to, the following:

- Oversight of comprehensive and neighborhood planning projects, with emphasis on land use and community planning, and/or coordination of the Department's functions in the site plan and subdivision review process;
- Responsible for research/analysis of complex community issues and plans of development and the development of recommendations;
- Exercises a high level of independence with minimal day-to-day oversight by their supervisor in the execution of their assignments;
- Charged with making management level decisions regarding assigned responsibilities as delegated by their supervisor as necessary or appropriate;
- May manage staff from time to time as necessary for assigned projects;
- Does related work as required.

## **THE QUALIFICATIONS**

### ***Education and Experience***

Any combination of education and experience equivalent to graduation from an accredited college or university, supplemented by a master's degree in urban, regional planning, and/or other relevant fields and a minimum of three years experience in professional planning work. SPECIAL REQUIREMENTS: Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

### ***Knowledge, Skills and Abilities***

Thorough knowledge of the philosophies, principles, practices and techniques of urban and rural planning as they pertain to the design and development of urban and rural areas, planning research, zoning and community development activities; ability to coordinate and manage the review of complex projects by project teams and present the results effectively in oral, written and graphic form; knowledge of research methodology and of standard statistical procedures; ability to establish and maintain effective working relationships with associates, subordinates, County officials, representatives of other agencies and members of the general public.

## **THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Typically involves walking/standing in office environment to meet public, show displays, work with other departments and retrieve files. Also involves light lifting and other physical activities including use of

computers and motor vehicle operation (approximately once every one or two weeks). Field reviews may involve walking in fairly rugged terrain. Field work requires spatial interpretation, judging heights, distances, slopes and the like. Frequent and regular contacts made at all levels of county staff and the general public, possibly requiring use of alternative approaches to influence outcome. Communication is generally cooperative, but sometimes characterized by debate requiring diplomacy, persuasion and tact.

**Telework:** This position is telework eligible.

### **THE SALARY RANGE**

The hiring range for this position is \$64,551 – \$84,885 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, ?§P-60.*

**DEADLINE FOR APPLICATIONS:** Position open until Tuesday, November 22, 2022.

**PROCESS:** For consideration, please submit a resume and cover letter when applying for this role.

### **Virginia Values Veterans**

Albemarle County is a V3 certified organization.

### **EOE/EEO**

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.