

## **Senior Planner II**

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

Full-Time, Exempt

Pay Grade 18

VRS-Eligible, Benefits-Eligible

## ***Senior Planner II***

Manages highly complex and visible projects in one or more functional areas (i.e. development review, long-range planning, transportation planning, zoning, natural and cultural resource program management, and/or historic preservation), generally independently, with some guidance and supervision from project managers and the Planning Director. Position requires frequent contact with the public, developers, and officials. May supervise or provide guidance and mentorship to other staff.

*This position may be underfilled depending on qualifications.*

## **The Expectations**

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

- Coordinates, reviews, and manages applications and projects of high complexity;
- Researches and analyzes information from the following sources to develop appropriate recommendations and guidance on applications and other project initiatives:
  - Input from community members,
  - Input from internal and external reviewing authorities,
  - Demographics, physical, social, and economic impacts,
  - Urban and rural land-use patterns,
  - Geographic data using GIS software such as ArcPro,
  - Comprehensive plan recommendations,
  - Impacts on cultural, historic, and natural resources,
  - Urban design; and
  - Infrastructure impacts and considerations.
- Leads or collaborates on County plan and policy updates (including the Zoning Ordinance, Comprehensive Plan, Master Plans, and Small Area Plans) and plans, policies, and program management for functional areas (including but not limited to Housing, Transportation Planning, Historic Preservation, and Natural Resources);
- Creates graphic representations of data, plans, diagrams, maps, design concepts, and processes; and creates graphic layout and text for templates, reports, presentations, and other related work products;
- Clearly explains and provides guidance and/or technical assistance on development plans, processes, regulations, and topics related to long-range planning, conservation programs, and others, to community members, land developers, design professionals, associates, internal and external departments and agencies, appointed committees, and boards/commissions
- Manages projects or portions of larger projects, including developing project content, scoping projects, and managing external consultants
- Designs, coordinates, and presents information and activities for community engagement events, both in-person and virtual;
- Represents the County by preparing and delivering technical reports and presentations at various public meetings, including to members of the community and elected and appointed officials.

## **THE QUALIFICATIONS**

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

- Requires a master's degree with a major in planning, architecture, landscape architecture, natural resources management or a related field and four (4) years of relevant professional planning work

and project management experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- Proficiency in:
  - Microsoft Office suite
  - ESRI products and/or navigating GIS web
  - Spreadsheets and databases
  - Adobe Creative Suite (preferred)
  - Graphic design/layout (preferred)
- Special requirements:
  - Valid appropriate driver's license
  - AICP preferred

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

- Knowledge
  - Knowledge of best practices and principles of urban and rural planning, transportation planning, environmental planning, natural resource protection, and/or cultural resource protection.
  - Understanding of appropriate Local, State, and Federal laws and related regulations
- Skills
  - Proficient with independent research, analysis and formulation of recommendations.
  - Analyze complex data related to functional areas/programs.
  - Critical thinking skills to identify strengths, weaknesses, or alternate solutions to a problem.
  - Strong decision-making and problem-solving skills.
  - Present information effectively in verbal, written, and graphic format, even under public scrutiny.
- Abilities
  - Ability to establish and maintain effective working relationships with colleagues, County officials, representatives of other agencies, consultants, and community members.
  - Ability to coordinate the review of complex projects
  - Ability to work on several projects or issues simultaneously; can work independently or in a team environment.
  - Ability to determine the right tool for the task.
  - Ability to prioritize multiple important tasks.
  - Attends to details while keeping big-picture goals in mind.
  - Ability to review and supervise the work of others.

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

Typically involves walking/standing in an office environment to meet public, give presentations, work with other departments, and retrieve files. Also involves light lifting up to 30 pounds and other physical activities including use of computers and motor vehicle operation. Site visits may involve walking in fairly rugged terrain and/or in remote areas. Site visits may be required during adverse weather conditions. Field work and site visits require map reading and navigation; spatial interpretation; judging heights, distances, slopes and the like; and assessment of existing conditions of urban areas, structures, scenic/visual character, farm/forest land, historic sites, water resources, and/or natural areas. Frequent and regular contacts made at all levels of county staff, elected and appointed officials, state agencies, consultants, and the general public. Attend and present at meetings both during and outside of normal business hours. Communication may require diplomacy, persuasion and tact, including conflict resolution and building consensus under stressful and adversarial conditions.

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

### **THE SALARY RANGE**

The hiring range for the Senior Planner position is (\$53,919 – \$64,702) but may also be filled as a Planner based on qualifications-at (\$50,254 - \$60,305). 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 29, 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.