



## Planning Manager

The Town of Purcellville is seeking a full-time Planning Manager. This position is responsible for directing programs and activities for the Town's land use, enforcing codes, site planning and subdivision reviewing, managing and implementing strong community desires for managed growth, and related work. Coordinates short- and long-range planning studies, research reports, policy documents and comprehensive plan review. Work involves setting policies and goals under the direction of the Director of Engineering, Planning & Development. Departmental supervision is exercised over all personnel within the department.

*Please review the included job description for a detailed explanation of essential functions and the skills and abilities desired for this position.*

Qualifications include a Bachelor's degree in urban and regional planning or a closely related field, minimum of five years experience. Preference will be given to candidates with a Master's degree in urban and regional planning, public administration or related field. Three to four years of supervisory experience is preferred. Certification by the American Institute of Certified Planners (AICP) or ability to secure at an upcoming exam date, usually within one year (1) year of hire date.

Hiring Range: \$97,549.23 - \$112,181.62, commensurate with qualifications and experience.

The Town of Purcellville offers an excellent benefits package including medical/dental/vision insurance, VRS retirement, fully-paid life insurance, deferred compensation, supplemental benefit plans, paid time off and 14+ holidays a year.

Applications will be accepted until the position is filled.

Equal Opportunity Employer

### **The Town of Purcellville, Virginia**

"Purcellville-your small Town, where history and progress intersect and people prosper," is an award-winning town of over 10,000 residents located in Loudoun County, approximately 50 miles west of Washington, DC. Having received the prestigious Siemens Sustainability Award for Small Communities, Purcellville continues to be honored for its green initiatives with most recently being the Tree City USA recipient for the 14<sup>th</sup> year. The Town was reaffirmed as a AAA rated community by S&P Global Ratings, the highest credit rating possible, and is ranked "Safest City" in Virginia in 2020. Once a stop along the W&OD rail line, which has been converted to a multi-use trail from Alexandria, VA to Purcellville, the Town has maintained its historic old-town feel through the restoration and maintenance of its many downtown structures, reflecting the Victorian architecture popular during the early 1900s. Today, Purcellville is the economic hub of western Loudoun County and a popular weekend destination for antiquing, equestrian activities, farmer's markets, wineries, breweries, distilleries and restaurants. More info at [www.purcellvilleva.gov](http://www.purcellvilleva.gov).

# Planning Manager

Dept/Div: Engineering, Planning & Development

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, organizing, and directing programs and activities for the Town's land use, enforcing codes, site planning and subdivision reviewing, managing and implementing strong community desires for managed growth, and related work as apparent or assigned. Supervises and participates in advanced, highly complex profession planning activities including short- and long-range planning studies, research reports, policy documents and comprehensive plan review. Work involves setting policies and goals under the direction of the Director of Engineering, Planning & Development. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Plan, organize and direct the activities of the Planning Division including land use planning, zoning enforcement, site plan and subdivision review preparation. Prepares revisions to the comprehensive plan; prepares amendments to the zoning ordinance and the land development and subdivision control ordinance as directed.
- Manage the preparation of short- and long-range planning studies, research reports, policy documents and comprehensive plan review. Keeps the Town Manager and the Planning Commission informed of zoning and development issues.
- Serves as staff liaison to the Planning Commission to support its assigned responsibilities as prescribed by the Town Code and Title 15.2 Chapter 22 of the code of Virginia.
- Serve as the town negotiator with development applicants to resolve development issues.
- Assign, direct, train and inspect the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; ensures deadlines for the department are met; develops and achieves high performance and strategic objectives for the department; supervises daily operations.
- Reviews and prepares staff reports for Planning Commission, Economic Development Advisory Committee (EDAC), Board of Zoning Appeals and the Board of Architectural Review; develops and directs planning studies, research reports, policy documents and comprehensive plan reviews.
- Serves as Zoning Administrator including preparing revisions to the comprehensive plan, amendments to the zoning ordinance and the land development and subdivision control ordinance as directed; informs Town Manager and the Planning Commission of zoning and development issues.
- Responsible for the Town's Transportation Plan to include development and implementation of the Plan.
- Takes an active role to include attendance at meetings and serve as a technical advisor for the Planning Commission, Board of Architectural Review, Board of Zoning Appeals and the Economic Development Advisory Committee.
- Reviews and approves permits and signage; responds to inquiries, questions, and concerns regarding land development in the Town; negotiates with development applicants to resolve development-related issues.
- Reviews and prepares recommendations on all applications for rezoning, special use permits and special exception permits.
- Oversees, reviews and prepares recommendations on all applications for site plans, subdivisions, associated deeds and plats and environmental studies.
- Provides a response to varied inquiries regarding land development in the Town.

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- Develops a Master Area plan for redevelopment.
- Monitors and ensures compliance with local, state and federal laws.
- Participates in budget preparation and administration, monitors and controls expenditures.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the advanced principles and practices of urban planning and community development; comprehensive knowledge of economics, municipal finance, and sociology as they apply to urban planning; thorough knowledge of general laws and administrative policies governing the application and enforcement of zoning ordinances; thorough knowledge of current literature and recent developments in the field; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; knowledge of local government procedures and practices; skill in planning, budgeting, supervision, public relations, and technical writing; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to read blue prints and prepare maps, charts, sketches, and graphics; ability to communicate effectively orally and in writing; ability to plan, organize, direct, and evaluate the work of subordinate employees; strong interpersonal skills to develop and maintain effective working relationships with associates, boards and commissions, business and community leaders and organizations, developers, elected officials, governmental agencies, legal representatives, and the general public; ability to work on several projects or issues simultaneously; capable of managing projects effectively in order to meet firm deadlines; skilled in citizen involvement techniques and processes; knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, database management; knowledge of GIS programs and applications.

## Education and Experience

A Bachelor's degree in urban and regional planning or a closely related field and five years of increasingly responsible experience. Preference will be given to candidates with a Master's degree in urban and regional planning, public administration or related field. Three to four years of supervisory experience is preferred. Certification by the American Institute of Certified Planners (AICP) or ability to secure at an upcoming exam date, usually within one year (1) year of hire date.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Possession of American Institute of Certified Planners (AICP) certification preferred.  
Valid driver's license

Last Revised: 2/9/2023