



## City of Harrisonburg Planner

<b>SALARY</b>	\$28.00 - \$30.80 Hourly \$2,240.00 - \$2,464.00 Biweekly \$4,853.33 - \$5,338.67 Monthly \$58,240.00 - \$64,064.00 Annually	<b>LOCATION</b>	Harrisonburg, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	5336 - (July 2023)
<b>DEPARTMENT</b>	Community Development	<b>OPENING DATE</b>	07/14/2023
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt

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### 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 \$28.00 - \$30.80 per hour (equivalent to \$58,240 - \$64,064 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.\* *Applicants may be considered for another level within the department at an annual rate commensurate with applicant qualifications.*

*\*Please note that the City has recently adopted a [new compensation schedule \(Download PDF reader\)](#), and the compensation listed above took effect on June 25, 2023.*

As a Planner with the city, you'll:

- Conduct research and data analyses pertaining to special topics and projects (e.g., zoning ordinance amendments for various land uses and business operations, current planning and zoning trends, demographic data, etc.);
- Evaluate the need for ordinance changes and provide research and support for revisions;
- 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;
- Provide assistance and advise boards, commissions, and committees on land use and planning matters;

- 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;
- Coordinate meetings with developers and the general public in the discussion of development proposals and construction projects and offer guidance related to zoning and subdivision regulations;
- Perform administrative reviews of subdivisions and coordinate the receipt of comments from City departments and the divisions of Community Development;
- Operate a City vehicle in the performance of duties;
- Perform other duties as assigned.

A detailed list of the ideal candidate's knowledge, skills, and abilities is available in the [Planner class specification](#).

## Minimum Qualifications

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

- DMV record review; and
- Criminal background check.

## Supplemental Information

**To Apply:** In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 07/14/2023)

***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.***

### Agency

City of Harrisonburg

### Address

409 South Main Street  
Third Floor  
Harrisonburg, Virginia, 22801

### Phone

540.432.8920  
540.432.7796

### Website

<https://www.harrisonburgva.gov/employment>