

Planner I/II/III

\$48,903 - \$56,036 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Community Development Department seeks an individual to perform experienced advanced professional work participating in the development of various technical tasks in support of the Planning Division for the County.

There are three levels of Planner distinguished by the level of work performed and the qualifications of the employee.

Planner I: \$48,903 / year or higher DOQ

Planner II: \$52,339 / year or higher DOQ

Planner III: \$56,036 / year or higher DOQ

Responsibilities:

- Participates in the development of projects, policies, and recommendations concerning the development of the County; responds to citizen, applicant, developer, and media inquiries related to planning matters related to the Comprehensive Plan, ordinances, and development cases.
- Processes and reviews legislative and administrative development applications (re-zonings, special use permits, subdivision plans, site plans, etc.) for adherence to County goals and policies, and prepares recommendations and reports on assigned cases.
- Manages assigned projects and cases by coordinating and facilitating inter-departmental and inter-agency review; presents assigned projects, reports, cases, and other materials and acts as a liaison to local and regional committees, appointed boards and the Board of Supervisors.
- (Planner II) Performs independent and detailed work on projects, policies, and recommendations concerning the development of the County; takes lead roles on projects such as budget development, capital improvements plan, and Comprehensive Plan Review and provides guidance and training of staff.
- (Planner III) Performs complex, independent, and detailed work on projects, policies, and recommendations concerning the development of the County, and mentors and supervises team members as needed; oversees team-oriented projects such as ordinance revision, Comprehensive Plan review, and studies; takes a lead role on sensitive or significant legislative and administrative development applications for adherence to County goals and policies, and prepares recommendations and reports on assigned cases.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in planning or related field.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Ability to communicate effectively with others, both orally and in writing; compile and analyze technical and statistical information and prepare reports, plans, policies, ordinances, and other planning documents; prepare and present technical information clearly to large groups and the public; establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, and the public; negotiate effectively; work as a team member; read and interpret site plans, conceptual plans, and subdivision plans.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 12/22/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>