



DIRECTOR OF PLANNING

The County of Fluvanna seeks exceptional applicants to serve as Director of Planning. The position is responsible for coordinating, overseeing, and evaluating a variety of functions, activities, programs and services related to planning and zoning processes and applicable laws, affordable housing policies and principals, as well as working knowledge of public administration, public relations, and management, i.e., supervision, budgeting, and project management.

This senior leadership position provides vision and collaborative leadership, managing staff while performing complex and difficult professional and administrative work involving rural planning, housing, commercial development and redevelopment, public-private ventures, inspections and code enforcement, and environmental management.



In collaboration with the County Administrator and Economic Development Director, this position has the overall responsibility to promote responsible land use, developing the County in a way that enhances the tax base, protects the environment, respects the County's rural character, encourages business investment, balances private property rights with public purposes, all while remaining true to the Comprehensive Plan, and provides an environment of opportunity for all residents and the community-at-large.

The Director of Planning serves as the Zoning Administrator and Subdivision Agent, and provides staff and technical resource support to the Board of Supervisors, Planning Commission, and other boards and commissions as necessary. The Director will work strategically to protect and strengthen the County's quality of life, facilitate the growth of a strong local economy, protect and enhance property values, consistent with County Code and the Comprehensive Plan.

To view the complete position description please visit the County website for at www.fluvannacounty.org/jobs.

Thank you for considering the County of Fluvanna.

COMPENSATION AND BENEFITS

The County of Fluvanna offers highly a competitive compensation and benefits package, including participation in the Virginia Retirement System, robust insurance benefits, and generous paid time off.

This is a full time, FLSA Exempt position.

The expected hiring range \$83,990—\$96,588, depending on education and experience.



EDUCATION AND EXPERIENCE

Bachelor's degree specializing in community planning, economic development, business/ public administration, or other closely related field from an accredited college. Master's Degree strongly preferred.

Minimum of five (5) years of experience with planning and zoning, and/or business development in local or state government.

Minimum of two (2) years of supervisory experience.

Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

Preferred American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA).

ESSENTIAL FUNCTIONS

- Serves as the County's Subdivision Agent and Zoning Administrator.
- Delegates and supervises the work of Planning Department staff; evaluates subordinates' work performance and helps to implement career development plans.
- Establishes strategic and long-term planning goals including the preparation and implementation of the Comprehensive Plan.
- Establishes department goals, policies, and procedures.
- Reviews development applications such as re-zonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances.
- Supervises and participates in preparing presentations, reports, ordinances and zoning requests for Board of Supervisors and the Planning Commission.
- Counsels developers, engineers, surveyors, lawyers, real estate agents and other interested parties pertaining to re-zonings, subdivisions, site plans, etc.
- Collaborates with other department directors in completing projects and resolving problems.
- Mentors and provides guidance for department staff; interprets zoning and subdivision ordinances; coordinates staff assignments, and evaluates work performance.
- Serves as a professional advisor to Planning Commission.
- Directs the preparation of an annual department budget; monitors expenditures; develops annual Capital Improvement Plan (CIP) in conjunction with the Director of Finance and County Administrator.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES TO INCLUDE:

Knowledge of:

- Principles and practices of urban and regional planning and zoning.
- Principles of business, economics, finances, and sociology as they apply to planning and zoning.

Skills in:

- Strong team leadership, collaboration, and communication skills.
- Writing clear and concise directives, reports, memoranda, and letters.
- Preparing and delivering presentations to elected officials, corporate executives, and at public hearings.
- Effective interpersonal facilitation and negotiating techniques.

Ability to:

- Work independently and take initiative in completing projects and implementing process improvements.
- Analyze complex problems and develop goal-oriented solutions.
- Establish and maintain effective working relationships with the Board of Supervisors, colleagues, other government officials, other agencies, and the general public.
- Resolve conflicts and complaints from staff and the public.

TO APPLY: Submit cover letter, resume, and County application to jobs@fluvannacounty.org.

Applications are available at the county website, www.fluvannacounty.org/hr/jobs

QUESTIONS? Contact Donna Snow

(434) 591-1919 | dsnow@fluvannacounty.org