



City of Harrisonburg Planner

SALARY	\$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	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5336 - (Feb 2024)
DEPARTMENT	Community Development	OPENING DATE	02/08/2024
CLOSING DATE	Continuous	FLSA	Non-Exempt

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.*

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 02/08/2024)

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>