



Planner (CD) – Zoning Case Review

Hiring Range: \$50,357.00 - \$70,000.00 Annually

The Hanover County Planning Department is seeking a motivated and experienced professional with a passion for community engagement to join our team. If you have a desire to shape the communities of tomorrow, we encourage you to apply!

General Description:

This is a professional position. The incumbent performs complex tasks related to the review and processing of Planning applications and may serve as the primary contact for questions regarding property information, rezoning processes, special exceptions, and conditional use permits. Review of these applications include interpreting comprehensive plans, zoning ordinance, subdivision ordinance and county plans and policies. Preparation of staff reports and recommendations are required. Duties involve regular contact with the public, engineers, and developers, as well as technical support to the Planning Commission and Board of Supervisors.

Organization

The Planner position is part of Hanover County's Career Development Program (CD). The Planner Ladder has four (4) levels ranging from Planner I to Senior Planner II. Incumbents report to the Current Planning Manager and supervise no staff. Planners may receive workflow direction from a Senior Planner and may provide guidance to a Planning Technician or a lower-level Planner.

Essential Functions:

- Reviews applications for approval/revision.
- Assists applicants, engineers and developers to resolve problems.
- Prepares reports and supporting graphic display materials for the Planning Commission and Board of Supervisors.
- Performs special projects/analyses assigned by the Director, Current Planning Manager, or Principal Planner
- Insures timely processing of applications and coordinates comments of reviewing agencies.
- Attends community meetings on public hearing cases, as needed
- Assists with review/update of Comprehensive Plan, as needed.
- Performs related work as assigned.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.