



Planner (CD) – Applicant Liaison

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

The Hanover County Planning Department is seeking a motivated and customer-service oriented planner to join our team. The incumbent will serve as the first point of contact for citizens seeking information on development processes. If you have a passion for helping people and a desire to help shape Hanover's future, please 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 exception and conditional use permits, and family divisions. Types of applications include rezoning requests, conditional use permits, special exceptions, family divisions and boundary line adjustments. Duties involve regular contact with the public, engineers, and developers.

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
- Serves as primary contact for questions regarding property information, rezoning processes, special exceptions and conditional use permits
- Functions as the first point of contact with citizens, developers, and licensed professionals seeking assistance from the Planning Department
- Maintains meeting schedules, status of cases, and other critical reports/forms; Enters case information into computerized tracking software
- Performs the initial processing and review of applications for accuracy and completeness, prepares letter to applicants on acceptance or refusal of applications
- Presents new applications to Director and staff for review of completeness
- Performs special projects/analyses assigned by the Director, Current Planning Manager, or Principal Planner
- Manages department website, updates content periodically, posts case information to the website calendar for Planning Commission and Board of Supervisor meetings
- 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.