



Job Title: Planning Director

Department: Planning & Zoning

Reports To: County Administrator

FLSA Status: Exempt

Salary Range: Commensurate with qualifications and experience

Location: Warren County Government Center, Front Royal, VA

Posting Date: August 8, 2025

Closing Date: September 8, 2025

Warren County, Virginia is seeking a dynamic and visionary Planning Director to lead the County's planning, zoning, and land development efforts. This position is responsible for advancing the County's Comprehensive Plan, managing the development review process, and ensuring that growth aligns with the values of our mountain and river community. The Planning Director serves as a key member of the County's leadership team and works to foster sustainable development, preserve rural character, and enhance economic vitality.

Position Overview:

- Lead the Planning & Zoning Department in the administration of the Warren County Comprehensive Plan, Zoning Ordinance, and Subdivision Regulations.
- Direct day-to-day operations of planning, zoning, erosion & sediment control, and code enforcement functions.
- Manage the review process for rezoning requests, special use permits, site plans, subdivisions, and other land use applications.
- Serve as the principal staff liaison to the Planning Commission, Board of Zoning Appeals, and Board of Supervisors on planning-related matters.
- Oversee the preparation of technical reports, policy proposals, and presentations to County officials and the public.
- Coordinate interdepartmental and interagency planning initiatives, including transportation, housing, infrastructure, and economic development.
- Engage in robust public outreach to promote community input, transparency, and education around land use and growth issues.
- Supervise, mentor, and evaluate department staff; foster a culture of professionalism, responsiveness, and accountability.
- Administer the department's budget, contracts, and grants.
- Ensure compliance with all applicable federal, state, and local regulations related to land use and planning.

Required Knowledge, Skills, and Abilities:

- Thorough understanding of the principles and practices of urban and rural planning, community development, and environmental regulation.
- Strong leadership, organizational, and interpersonal skills.
- Excellent written and oral communication, with the ability to present complex information to elected officials, citizens, and developers.
- Experience with GIS systems, planning software, and digital permit systems.
- Ability to interpret and apply local and state codes, ordinances, and statutes.
- Collaborative mindset with the ability to manage conflict, build consensus, and guide diverse stakeholder groups.

Minimum Qualifications:

- Bachelor's degree in Planning, Public Administration, Engineering, Geography, or related field.
- At least four (4) years of progressively responsible experience in planning or zoning administration, with at least two (2) years in a supervisory or leadership role.
- Valid driver's license and acceptable driving record.

Preferred Qualifications:

- Master's degree in Planning, Public Policy, or a related discipline.
- AICP certification or ability to obtain within one year of hire.
- Experience working in a fast-growing county or rural/suburban environment.
- Familiarity with the physical and regulatory landscape of the Shenandoah Valley region.

Work Environment & Schedule:

- Full-time, salaried position based at the Warren County Government Center.
- Evening meetings and occasional fieldwork required.

Why Warren County?

Located in the heart of the Shenandoah Valley and home to the legendary Shenandoah River, Warren County offers a unique opportunity to shape growth in a community that blends natural beauty, economic opportunity, and small-town charm. As Planning Director, you will help guide the future of a region where scenic preservation and strategic development go hand in hand.

To Apply:

Submit a completed County employment application, cover letter, résumé, and three professional references to:

Warren County Human Resources
220 N. Commerce Avenue, Suite 100
Front Royal, VA 22630
Phone: (540) 636-4600

Website: <https://www.warrencountyva.gov/Jobs.aspx>

DISCLAIMER:

This job advertisement is intended to provide a general overview of the responsibilities and qualifications for the position. It is not an exhaustive list of duties or requirements.

The starting salary is \$94,363.41, depending on qualifications and experience, with an excellent benefits package.

Warren County is an Equal Opportunity Employer (EOE), and participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A pre-employment criminal background check and pre-employment drug screening is required. For any questions, please contact Warren County Human Resources, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630, 540-636-4600. HR@warrencountyva.gov