



## Town of Middleburg, VA

September 19, 2025

### Job Opening – Planner

The [Town of Middleburg](#), a dynamic and historic small town in Loudoun County, Virginia, has an immediate opening for a Planner. This position is primarily responsible for professional, technical and administrative activities in the [Planning & Zoning Department](#), plus other special projects as assigned by the Town Manager or Deputy Town Manager (who currently serves as the Director of the Planning & Zoning).

This position provides a great fit for someone interested in a wide range of opportunities, experiences and tasks – whether starting new in your career or looking for change to an organization with a small-town feel. This is typically a full-time position; however, the Town would consider filling it on a part-time basis with a highly qualified individual who might be seeking fewer hours than full-time.

Examples of essential functions include:

- Applies knowledge of the Zoning Ordinance, Comprehensive Plan, Historic District Design Guidelines, and other relevant documents to provide guidance to applicants and members of the public.
- Reviews development plans, issues permits, conducts zoning inspections, and develops notices of violations under the direction of the Deputy Town Manager.
- Provides staff support to the Historic District Review Committee and the Planning Commission, including processing applications, developing agenda items, writing staff reports, following up on actions and providing information as needed.
- Provides staff support to the Streetscape Committee, to include maintaining and updating the inventory of Town-maintained trees, inspecting and reporting on the condition of other plantings in the public right-of-way, and assisting with Committee-initiated projects.
- Maintains and updates inventories of property conditions and sidewalk conditions.
- Communicates with external agencies, such as Loudoun County and the Virginia Department of Transportation, and contracted consultants as needed to manage and complete projects, including development plan review, contracts, grants and reporting.
- Manages and completes apparent or assigned projects, as needed.
- Maintains regular and reliable attendance.

A Bachelor's degree in planning, public administration, or a related field is required; two (2) years of related experience is preferred. Relevant professional certifications (AICP, CZO/CZA) will be given significant consideration.

Send letter of interest with salary expectations, resume and at least three references to: Will Moore, Deputy Town Manager, Town of Middleburg, P.O. Box 187, Middleburg, VA, 20118-0187, or [wmoore@middleburgva.gov](mailto:wmoore@middleburgva.gov). Call 540-687-5152 for more information.

Starting salary range is \$75,000-\$85,000 DOQ and may be higher based on existing certifications. The Town of Middleburg provides a generous benefits package, including fully funded employee medical coverage and Virginia Retirement System (VRS) for full-time employees. Position will remain open until filled; applicants are encouraged to apply by 5:00 pm on October 20, 2025, to be considered in the first review of applications. **EOE**