

**Job: IRC197970**[Add To Basket](#)[Refer](#)[Apply Now](#)**Description**

Job Title Assistant Director of Planning
Location Henrico, VA, US
Organization Name County of Henrico Department of Planning

About Us

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Closing Date: This position closes on Friday, November 10, 2025.

Assists the Director of Planning in planning activities, including the formulation and development of comprehensive plans; acts as Director of Planning in incumbent's absence; does related work as required.

Essential Duties

This is a responsible professional planning position requiring extensive knowledge of the physical, social, and economic implications of local planning activities. The successful candidate will assist in integrating diverse planning projects with the overall objectives of the County.

Work is performed under the general direction of the Director of Planning, with supervision exercised over subordinate planners, inspectors, and technical and clerical personnel.

Responsibilities include:

- Assists the Director of Planning in planning activities, including the administrative oversight of the Plan of Development and Subdivision processes and Code Administration functions.
- Oversees BZA public hearings, including the processing of variance and conditional use applications, zoning ordinance application and interpretation, and inspection and enforcement activities.
- Supervises the Development Review and Design Division and the Code Administration Division.
- Acts as Director of Planning in the incumbent's absence.
- Applies principles of planning, engineering, landscape architecture, economics, and law to complex land use situations and procedures.
- Reviews and interprets detailed engineered plans of development, subdivision plans, architectural and landscape plans, lighting plans, and building permit applications.
- Manages multiple high-priority assignments and ensures development implementation aligns with County Codes, zoning proffers, and the Comprehensive Plan.
- Prepares and presents professional reports, analyses, and recommendations effectively and persuasively.
- Maintains strong working relationships with other County departments, boards, and external stakeholders.

Minimum Qualifications

Possession of a master's degree in urban planning or a related field, and five (5) years of professional planning experience, including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Additional Information**Preferred Qualifications:**

Progressively responsible experience in a planning-related field.

Extensive knowledge of the socioeconomic implications of planning and development within a local government framework.

Understanding of urban planning, landscape architecture, civil engineering, architecture, and local regulatory processes.

Training and experience in site and architectural design, site construction, subdivision, and site plan review are desirable.

Possession of a master's degree in Planning, Landscape Architecture, or Architecture preferred.

Professional certification/licensure such as AICP, PLA, or RA preferred.

Strong leadership, communication, and supervisory skills required.

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

How To Apply

Closing Date: This position closes on Friday, November 10, 2025.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <https://henrico.gov/services/jobs> or click on the Jobs link in the upper right-hand corner of our main County page at <https://henrico.gov>

Minimum Salary 126486

Maximum Salary 232678

Currency USD

Main Organization General Government

[General Government](#)

Employment Status Permanent Fulltime

[Permanent Full-time](#)

Amount of Travel

Work At Home

Documents

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