

## **JOB ANNOUNCEMENT**

### **Director of Planning**

#### **Town of Ashland, VA**

The Town of Ashland, a small but growing community committed to thoughtful development and high-quality public service, is seeking an experienced and forward-thinking **Director of Planning**. This is a key leadership position responsible for guiding the locality's long-range planning efforts, managing current planning activities, and ensuring that growth aligns with community values.

### **Position Overview**

The Director of Planning oversees all planning functions, including comprehensive planning, zoning administration, development review, land-use policy, and community engagement initiatives. The role works closely with the Town Manager, elected officials, regional partners, and the public to support sustainable development and well-informed decision-making.

### **Key Responsibilities**

- Lead, manage, and mentor planning staff while fostering a collaborative, service-oriented department culture.
- Oversee development review processes, including zoning, land-use applications, site plans, special use permits, and ordinance compliance.
- Maintain and update the Comprehensive Plan and related long-range planning documents.
- Prepare and present reports, recommendations, and data to elected and appointed boards.
- Serve as the primary staff liaison to the Planning Commission and other advisory committees.
- Manage zoning ordinance updates and draft policy changes as needed.
- Conduct community outreach and engagement activities to gather input on planning initiatives.
- Coordinate with regional planning organizations, state agencies, and neighboring jurisdictions.
- Support grant writing and project management for planning-related initiatives.

### **Qualifications**

- Bachelor's degree in Urban or Regional Planning, Public Administration, or related field; Master's degree preferred.
- Minimum seven (7) or more years of progressively responsible planning experience, preferably in local government; supervisory experience desirable.
- Strong knowledge of zoning, land-use law, and local government planning processes.
- Excellent communication, leadership, and interpersonal skills.
- Ability to manage multiple projects, meet deadlines, and work effectively with elected officials, staff, developers, and the public.
- AICP certification preferred or the ability to obtain within a reasonable period.

## **Salary & Benefits**

Hiring Range expected to be \$110,000-\$130,000 DOQ, plus a comprehensive benefits package including health insurance, retirement, paid leave, and professional development support.

## **How to Apply**

Please see the Town website to apply: [www.ashlandva.gov](http://www.ashlandva.gov). First review of applications is Monday, December 15th. Position open until filled. The Town of Ashland is a Richmond Times Dispatch Top Workplace award winner for 9 years. The Town of Ashland is an Equal Opportunity Employer.