



## We're HIRING

### Director of Planning and Community Development

Middlesex County is seeking a dynamic, forward-thinking **Director of Planning and Community Development** to lead and shape the future of growth, planning, and development in our community. This is an exciting opportunity for an experienced planning or public administration professional who is ready to take on a leadership role with broad impact.

#### About the Position

The Director of Planning and Community Development serves as a key member of the County's leadership team, overseeing all operations of the Planning Community Development Department. This position manages zoning, planning, land use, environmental protection, and long-range development initiatives, while working closely with the County Administrator, the Planning Commission, the Board of Supervisors, and the public.

The ideal candidate combines technical expertise with exceptional communication, leadership, and organizational skills. This is a full-time, exempt position. The primary job location is Saluda, Virginia. The anticipated hiring range for this position is \$77,000–\$85,000 but will depend on experience and qualifications.

#### Key Responsibilities

As Director of Planning and Community Development, you will:

- Lead, supervise, and manage the Planning and Community Development Department and its staff.
- Assist the County Administrator with policy development and strategic planning.
- Prepare and present reports, recommendations, and development proposals to County boards and commissions.
- Administer and enforce County ordinances, including zoning, subdivision, wetlands, and erosion & sediment control.
- Review and process land-use applications, ensuring compliance and community impact assessment.
- Prepare and manage the County's annual Capital Improvements Program and the Comprehensive Plan
- Develop and manage grants, special projects, and consultant work.
- Serve as the primary point of contact for residents, developers, and agencies regarding development matters.
- Oversee department budgeting and procurement.

## Minimum Qualifications

- Bachelor's degree in urban planning, public administration, or a closely related field.
- Three years of supervisory experience in a local government planning office or related field.
- Strong knowledge of land-use planning, development review, engineering concepts, and environmental regulations.
- Excellent written and verbal communication skills.
- Ability to read and interpret surveys, engineering plans, and regulatory documents.
- Demonstrated leadership, problem-solving, and decision-making abilities.
- AICP certification preferred but not required.
- Valid driver's license required.

## What We're Looking For

A successful candidate will:

- Thrive in a collaborative government environment.
- Balance technical expertise with practical judgment.
- Maintain strong relationships with staff, elected officials, and the public.
- Navigate complex development issues with professionalism and tact.
- Bring creativity, initiative, and enthusiasm to help shape the County's future.

## Why Middlesex County?

Between the Rappahannock River, the Chesapeake Bay, and the Piankatank River, Middlesex County offers a gentle rural community with wonderful quality of life . Our rural coastal community faces opportunities and challenges common to many waterfront counties: managing growth, protecting natural resources, and preserving community character. The Planning Director will work directly with residents, the Planning Commission, and the Board of Supervisors to guide land use decisions that have a tangible impact on the county's future.

This role provides the opportunity to make a lasting impact on a historic and growing county committed to responsible development and community stewardship.

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## How to Apply

Interested candidates should submit a résumé, cover letter, and completed Middlesex County employment application. **Application instructions and materials are available at:** <https://www.co.middlesex.va.us/jobs.aspx>

Position open until filled. Call 804-758-4330 or email [a.ricardi@co.middlesex.va.us](mailto:a.ricardi@co.middlesex.va.us) for additional information.