City of Harrisonburg

Development Support Specialist

SALARY	$22.35 - $24.58 Hourly $1,788.00 - $1,966.40 Biweekly $3,874.00 - $4,260.53 Monthly $46,488.00 - $51,126.40 Annually	**LOCATION**	Harrisonburg, VA
JOB TYPE	Full-Time	**JOB NUMBER**	5194 - (Oct 2026)
DEPARTMENT	Community Development	**OPENING DATE**	10/27/2026
CLOSING DATE	Continuous	**FLSA**	Non-Exempt

Description

Join the City of Harrisonburg's Community Development Department as a Development Support Specialist and provide essential technical and administrative support across a variety of department programs, projects, and operations. If you are organized, detail-oriented, and enjoy contributing to a team whose work helps shape the community, explore this opportunity today.

The Development Support Specialist position is a full-time role with benefits and a preferred hiring range of $22.35 - $24.58 per hour ($46,488 - $51,126 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

As the Development Support Specialist, you'll help keep Community Development's day-to-day operations running smoothly while serving as a helpful resource for residents, contractors, developers, and other government agencies. This role supports Engineering, Planning & Zoning, and Building Inspections by processing plans and permits, coordinating reviews and inspections, and serving as the Secretary to boards and commissions (including regularly-scheduled evening meetings). In this role, you'll perform key administrative functions such as being the point of contact for the department's permitting software, completing financial and purchasing activities in compliance with city policies and procedures, preparing reports, creating communications (including maintaining the departmental webpages), overseeing applicable office operations, and ensuring safety check completions and scheduling maintenance for the departmental fleet.

A detailed list of the essential functions and ideal candidate's knowledge, skills, and abilities is available in this position's class specification.

Minimum Qualifications

- Associate or Technical Degree with coursework in business, accounting, public policy, or related field and moderate (1-3 years) experience providing specialized administrative support and office operations. An equivalent combination of education and experience may be used to meet this requirement. *Experience in community planning and development processes is desired but not required for consideration.*
- Valid driver's license.
- Availability to work standard business hours and attend regularly scheduled evening meetings for boards and commissions.
- May require the possession of a Commonwealth of Virginia Notary Commission within 12 months of hire.
- Click here to view the physical requirements of the position.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- Criminal background check;
- DMV record review.

Supplemental Information

To Apply: All candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 10/27/2026)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave (including upfront sick leave), 15.5 holidays and more.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

Employer
City of Harrisonburg

Address
409 South Main Street
Third Floor
Harrisonburg, Virginia, 22801

Phone
540.432.8920
540.432.7796

Website
https://www.harrisonburgva.gov/employment