Henrico County Planning Department
County Planner IV

Description and Requirements

General Statement of Duties

Performs difficult and advanced planning work and is assigned responsibility for supervising the activities of a major division of the Planning Office, such as comprehensive planning, zoning, drafting, plans of development and subdivisions; supervises and leads the activities of professional planners, technicians and clerical assistants involved in a variety of projects; does related work as required.

Essential Duties

The Henrico County Planning Department has an opening for a Planner IV in the Comprehensive Planning Division to coordinate difficult and complex planning projects, assist the Sr. Principal Planner in the operation of the division, and supervise professional planners in their roles analyzing and reviewing development proposals. This position reviews high-priority projects such as land use studies, comprehensive plan amendments, site selection analyses for capital projects, white papers on planning topics and trends, rezoning applications, and technical reviews. Strong knowledge of development trends regarding infill and mixed-use development, form-based codes, overlay districts, and transit-oriented development are preferred. The position interacts with a wide range of internal and external customers and requires excellent communication skills. Attendance at public meetings or participation on work-related activities outside of normal working hours (evenings) will be required.

Minimum Qualifications

Possession of a master's degree in urban planning or a related field, and four (4) years of professional planning experience, preferably with some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Information

A valid driver's license to perform assigned duties at various locations Countywide as required.

Important: Communications regarding your application will come from **recruitment@henrico.gov** and **notifications@henrico.avature.net** (our applicant tracking system). Please add both addresses to your safe sender list and check your spam or junk folder regularly.