



Planner (CD) – Comprehensive Planning

Hiring Range: \$64,301 - \$87,500 Annually

The Hanover County Planning Department is seeking a motivated and experienced professional with a passion for community engagement to support the County's long-range planning efforts, including small area plans and updates to the comprehensive plan. If you have a desire to shape the communities of tomorrow, we encourage you to apply! Ideal candidates have local government experience working collaboratively with communities on visionary plans, using their graphic design skills to share information and engage the public in innovative and meaningful ways.

General Description: This is a professional position. The incumbent performs complex tasks to support the development and implementation of long-range planning documents, including special area plans, comprehensive plans, and policy documents. To support planning efforts, the incumbent will help develop graphics, presentations, websites, and other materials to share information with the public and for incorporation into planning documents. The incumbent may also work collaboratively with peers to assist with the review and processing of Planning applications. Preparation of memos and is required, which will involve regular contact with the public, engineers, and developers, as well as technical support to the Planning Commission and Board of Supervisors.

Organization: The Planner position is part of Hanover County's Career Development Program (CD). The Planner Ladder has four (4) levels ranging from Planner I to Senior Planner II. Incumbents report to the Deputy Director of Planning and supervise no staff. Planners may receive workflow direction from a Senior Planner and may provide guidance to a Planning Technician or a lower-level Planner.

Essential Functions:

- Assist in the preparation, updating maintenance, and implementation of the County's comprehensive plan.
- Assist in the development of planning studies and reports, including small area plans.
- Assist in the development of ordinance amendments and new policies related to land use.
- Coordinate public engagement activities, attending evening meetings as needed.
- Create presentation materials for various stakeholders, using numerous software applications to generate reports, graphics, and other visual media for use in outreach materials and planning documents.
- Prepares reports and supporting graphic display materials for the Planning Commission and Board of Supervisors.
- Compile statistical and demographic data available from a variety of sources and conduct field assessments.
- Research current County policies, state enabling legislation, and best practices from other localities in Virginia and nationwide.
- Performs special projects/analyses as assigned by the Director or Deputy Director
- Performs related work as assigned.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.