

Planning Administrator or Planning Director
Mecklenburg County, Virginia

For the first time in County history, Mecklenburg County has authorized the creation of a stand-alone professional planning position. The creation of this position comes at a time of great change in the land uses in the County and the planning position will be at the forefront of crafting and implementing the County's response. Specifically, the County recently adopted a new comprehensive plan (<https://www.meck44.com/phase-4>) and is launching its first thorough Zoning and Subdivision Ordinance revision in 35 years. The planner will be the County's point of contact for the ordinance revision, working with an outside consultant firm to enhance the guidelines, expectations, and directions contained within one of the County's most critical documents. Additionally, the planner will be looked to as a trusted voice in the Mecklenburg County community, providing the Board of Supervisors, the Planning Commission, County Administration, citizens, developers, builders, engineers, land use attorneys, town officials and others with knowledgeable and expert guidance regarding planning and zoning rules in Mecklenburg County. The position will be the staff liaison to the Planning Commission and will build staff reports and presentations for the Planning Commission and the Board of Supervisors' deliberations. Additionally, the position may assist in housing development, transportation planning, and other large community projects, and may create master plans and small area plans as needed. The position will also refine the applications for permits and the material that is to be submitted to accompany an application.

This position may be a Planning Administrator (principal planner) or a Planning Director, depending on the candidate's profile, qualifications, experience, education, and interest. The salary range for the Planning Administrator will be **\$80,000 - \$90,000**, while the range for the Planning Director will be **\$95,000 to \$105,000**. The Mecklenburg County Zoning Office currently consists of three positions. If the position is hired as a Planning Administrator, they will work with the Zoning Administrator, and both would directly report to the County Administrator. If the position is a Planning Director, then the Director will have management responsibility as well, overseeing the Zoning Administrator, the Environmental Compliance Manager, and the Clerk/Permit Technician, and would be involved in the hire of a new Zoning Administrator (the incumbent is retiring in late 2025).

The ideal candidate will have a bachelor's or master's degree in planning, public administration, law, architecture, design, engineering, landscape design, historic preservation, or a similar field; at least three to five years of experience as a government planner or a planner that consults for governments; and American Institute of Certified Planners (AICP) and Virginia Association of Zoning Officials (VAZO) status. If a candidate does not have both certifications, it must be obtained within two years of hire. The ideal candidate will also have capabilities in the use of digital tools, as one desired aspect of this position is to be able to enhance the quality of material presented to the Planning Commission, the Board, and the community for projects that come before the County.

In addition to salary, the County offers extensive benefits, including participation in the Virginia Retirement System, health care coverage (the County pays 100% for an individual, and 85% for a family plan), payment of association dues and professional memberships, and a County vehicle.

TO APPLY: To be considered for this position, you must submit a completed Mecklenburg County application, which may be obtained from <https://www.mecklenburgva.com/DocumentCenter/View/428/Mecklenburg-County-Employment-Application-PDF>, the County Administrator's Office, (434) 738-6191, or by emailing jenny.whittemore@mecklenburgva.com

TO SUBMIT: Please send the application and any other information you wish to add in support of your candidacy to procurement@mecklenburgva.com or by mail to

Mecklenburg County Administrator's Office
P. O. Box 307
Boydton, VA 23917

DEADLINE: The first review of candidates will occur for those who apply by **5 PM on January 20, 2025**. Candidates who submit thereafter are not guaranteed to be considered. Finalists will be interviewed by the County's Personnel Committee, which consists of Board of Supervisors members, along with County Administration. These interviews will likely occur at the beginning of February, with the goal of an appointment to be made at the Board's February 10, 2025 meeting. The County may also hold an introductory round of interviews to help determine the final candidate list.

Mecklenburg County is an equal opportunity employer.