



## **PLANNER II or SENIOR PLANNER**

**\$55,000-75,000 DOQ**

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### **JOB DESCRIPTION**

Berkley Group seeks qualified, self-motivated candidates based in Virginia or willing to relocate to support the firm's planning services. Employees in these positions participate in advanced professional planning activities, supporting and performing advanced tasks on a wide variety of planning projects. Additionally, this position serves as project manager for several planning projects of high complexity and variety with limited oversight. The position reports directly to the Deputy Director of Planning.

### **PRIMARY FUNCTIONS**

- Regular, reliable availability necessary;
- Performs and manages a variety of complex planning projects, research, and analysis;
- Prepares and updates comprehensive plans, including amendments;
- Drafts reports and updates to zoning ordinances and zoning maps;
- Develops maps, graphics, and other high-quality deliverables;
- Develops planning studies and reports in support of new and updated plans, programs, and regulations;
- Conducts research on complex planning and zoning issues, including gathering, assimilating, interpreting, and analyzing data;
- Prepares and presents detailed reports on development proposals to government bodies;
- Assists in facilitating work sessions and events to gather input from the public;
- Collects and analyzes a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates;
- Acts as liaison between community groups, government agencies, developers and elected officials as part of development plan reviews, zoning amendments, and plan amendments;
- Assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals;
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations;
- Provides information to the public regarding development regulations;
- Assists in resolving citizen and customer issues;
- Oversees the work of project teams, subconsultants and interns;
- Conducts field evaluations and assessments;
- Maintains project records and files;
- Regular work hours are required with attendance at meetings outside of regular working hours as dictated by project schedules;
- Travel for training, client projects, and other work-related tasks required; and
- Performs other tasks as necessary.

### **KNOWLEDGE**

- Well-developed planning and zoning principles and practices with relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Principles and practices of research and data collection; and
- Effective writing techniques.

## **SKILLS**

- Effective written and oral communication and interpersonal skills to explain rules and procedures clearly to the public and public officials;
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns;
- Ability to create graphic designs and representations to support land use regulations and policies, is desired;
- Computer programs and applications, including Microsoft Office, Adobe Products, Internet applications, and database management; and
- Proficient use of a GIS system to produce high quality maps and perform complex data analysis is desired.

## **ABILITIES**

- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
- Facilitate and lead in-person and virtual public participation activities;
- Follow standard operating procedures and company policies;
- Work on several projects or issues simultaneously;
- Effectively engage and work on teams in person and remotely with limited oversight; and
- Attention to details while keeping big-picture goals in mind.

## **EDUCATION & EXPERIENCE**

Bachelor's degree in urban planning, public policy, political science, or related area of study and at least three years of relevant planning work experience; demonstrated aptitude (i.e., mastery of specific planning topics, ability to complete tasks with minimal direction, or management of specific tasks or projects) may satisfy required length of experience. An advanced degree in urban planning or a related field of study is desirable and may satisfy required length of experience.

## **CERTIFICATIONS/LICENSES**

Valid driver's license is required. American Institute of Certified Planners (AICP) and Certified Zoning Official (CZO) or Administrator (CZA) credentials desired.

An equivalent combination of education, experience, and certifications may be considered in lieu of the specific requirements listed above.

## **LOCATION**

We are seeking a planner residing in Virginia or interested in relocating. Staff generally work remotely from home but must be available for occasional travel to attend in-person meetings throughout Virginia immediately, as well as other localities as needs may dictate.

## **POSITION HIGHLIGHTS & BENEFITS**

- Majority of Work is Remote
- Flexible Work Hours
- Team Environment
- Training / Certification Opportunities
- Supports Public Agencies and Local Governments

Berkley Group offers health and dental insurance, 401(k) plan, Flex Spending Account, PTO, and paid holidays.

## **HOW TO APPLY**

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Submit a cover letter, resume, portfolio (writing, map, graphic sample), salary history and three professional references to Rebecca Cobb at [Rebecca.cobb@bgllc.net](mailto:Rebecca.cobb@bgllc.net).