



SENIOR OR PRINCIPAL PLANNER

\$60,000-\$80,000 DOQ

LOCATION: VIRGINIA OR NORTH CAROLINA

JOB DESCRIPTION

The Berkley Group seeks qualified, self-motivated candidates to support the firm's community development and current-planning services. Positions will provide community development, zoning, and planning expertise and support to various local governments and regional entities. Additional support associated with environmental, hazard mitigation, resilience, and renewable energy topics. Work examples include coordinating and reviewing development proposals; interpreting and administering zoning, subdivision, and other land use ordinances and regulations; plan development and zoning, subdivision and other ordinance drafting; support to commissions and boards; and other related work as required. Regular work hours are required, with flexibility, with remote and in-person attendance at public meetings outside of regular working hours. Travel for in-person work, meetings, training, business development, and other work-related tasks required as necessary. Work is performed under the general supervision of the Director of Planning and Community Development.

PRIMARY FUNCTIONS

- Reviews, evaluates, and/or coordinates the review of development proposals, rezonings, ordinance amendments, site plans, special use permits, variances, and other proposals;
- Interpretation and administration of zoning, subdivision, and other land use regulations and ordinances;
- Development and/or coordination of local and regional plans;
- Development or amendment of land use regulations and ordinances;
- Board support and administration;
- Develops reports, maps, graphics, and other high-quality deliverables;
- Manages projects to ensure project budgets and milestones are met;
- Attends meetings of and presents to community groups, boards, commissions and elected bodies, including outside of regular working hours;
- Facilitates work sessions and events to gather input from the public;
- Provides information to the public and assists in resolving citizen and customer issues;
- Acts as liaison between community groups, government agencies, developers and elected officials as part of development plan reviews, zoning amendments, and plan amendments;
- Understands data and researches, gathers, assimilates, interprets, and analyzes data as requested;
- Conducts field evaluations and assessments;
- Assesses, develops, and coordinates administrative procedures and practices;
- Maintains project records and files;
- Identifies and develops grant applications and other funding requests;
- Manages federal and state programs for local governments and regional agencies;
- Undertakes a variety of special projects utilizing a wide range of professional knowledge;
- Oversees the work of staff, project teams, subconsultants, and interns;
- Regular, reliable availability necessary;
- Travel for training, client projects, and other work-related tasks;
- Experience with Geographic Information Systems (GIS); and
- Performs other tasks as necessary.

SKILLS & QUALIFICATIONS

Thorough knowledge of local government community development, land use, and planning activities related to the regulation of development at the local level, ideally with experience in Virginia; ability to read and interpret local, state, and federal regulations, surveys, site plans, plats, and plans of development; ability to develop and present at public meetings; ability to prepare written reports and memorandums for review by a wide-ranging audience; understanding and/or experience with environmental programs and regulations, hazard mitigation, resilience, and renewable energy preferred; ability to establish effective working relationships with company staff, clients, state agencies, contractors, architects, land developers, elected and appointed officials, and the general public. Must be able to effectively engage and work on teams in person and remotely with minimal oversight.

EDUCATION & EXPERIENCE

At least 5 years of experience in a professional planning setting with project management or supervisory experience required. Graduation from an accredited college or university with major course work in planning, public policy, or a field related to planning, political science, or public administration. Must have a valid drivers' license. Advanced degree, American Institute of Certified Planners (AICP), or Certified Zoning Official (CZO) or Administrator (CZA) credentials preferred.

LOCATION

We are seeking a planner residing in Virginia or North Carolina or interested in relocating to either state. 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

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

HOW TO APPLY

Submit a cover letter, resume, portfolio (writing, map, graphic sample), salary history and three professional references to Michael Zehner at michael.zehner@bgllc.net.