



**TOWN OF ABINGDON  
Abingdon, Virginia**

**Director of Planning**

The Town of Abingdon, Virginia is currently taking applications for the position of **Director of Planning**. This position operates under the direct supervision of the Town Manager and is responsible for the oversight of the town's Planning Department. The Director acts as principle support to the Planning Commission, the Board of Architectural Review, and the Board of Zoning Appeals. The Director must have the ability to establish and maintain effective working relationships with town officials, staff, other public officials and the general public. Applicants must possess strong writing, public speaking, research, and problem solving skills and possess the ability to lead multiple projects serving as the main point of contact. Salary is DOQ.

The Director of Planning is responsible for:

- Development and implementation of short and long range planning programs to ensure orderly growth of the town
- Promoting efficient use of town resources in compliance with ordinances, policies, and procedures pertaining to land use, development and zoning.
- Managing every aspect of planning operations including administering the zoning ordinance, site plan and subdivision review
- Managing the rezoning and conditional use permit process
- Managing the comprehensive plan
- Drafting and managing grant opportunities
- Drafting zoning ordinance amendments in conjunction with the Town Attorney's office.
- Mandatory attendance at night meetings held for the above mentioned committees/boards

Minimum Requirements:

- Bachelor's degree in Planning or closely related field and/or
- 5-7 years of experience in Planning within Local Government

Please submit your application and resume via the Town of Abingdon website no later than 5:00 p.m. on Monday, November 28, 2016. The town of Abingdon is an equal opportunity employer; women and minorities are encouraged to apply.

<http://www.abingdon-va.gov/employment.html>