

County of Nottoway, VA.  
Planning and Economic Development Director

Nottoway County, Virginia as part of its operational transformation is seeking applications for the position of Planning and Economic Development Director from persons willing to serve in a challenging and changing environment.

**Job Summary:** This department head position will be responsible for directing and administering the planning and economic development activities of the county including land use planning, zoning, plan review, subdivision, code enforcement, and economic development functions of response and recruitment.

**Required Minimum Qualifications:** A Bachelor's Degree in Public Administration, Business Management, Urban and Regional Planning, or closely related field. Two (2) years of professional level experience with planning and economic development programs. Any combination of education and experience which in the sole discretion of the County would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Virginia driver's license.

Starting Salary range is \$61,600 - \$99,080, DOQ, with an excellent benefit package. Full position description can be found at [www.nottoway.org](http://www.nottoway.org). Job application can be found at <https://nottoway.org/wp-content/uploads/2021/09/Nottoway-County-Job-Application.pdf>.

**Application deadline is Friday, October 29, 2021 by 4:30 p.m.** send cover letter, resume, and application to [lmorgan@nottoway.org](mailto:lmorgan@nottoway.org).

**Nottoway County, Virginia is an Equal Employment Opportunity Employer**

**Nottoway County  
Planning and Economic Development Director**

**FLSA Status: Exempt**

**General Statement of Duties**

Performs complex and difficult professional level management, leadership, budget, research, economic and community development management, strategic and special projects management, capital project management, public facilities planning, policy development and administrative functions for the County. Serves as the zoning administrator and subdivision agent for Nottoway County pursuant to local ordinances and Virginia statute. The position supports various county boards and commissions including the Planning Commission, Board of Supervisors, Board of Zoning Appeals and Industrial Development Authority and provides expertise and guidance regarding regulatory policies and activities. Undertakes other duties and functions related to the general planning and zoning activities of the County as directed by the County Administrator.

**Distinguishing Features of the Class**

An employee in this class is responsible for the economic and community development functions of Nottoway County, including consulting and relationship building with citizens, local, regional and state officials, community leaders, and business executives for the purpose of promoting well-planned growth through the sound administration of land use policies and ordinances, expansion and retention of existing businesses, and the attraction of new businesses into the County. Duties include planning, organizing, developing, and implementing economic and community development initiatives, capital projects, strategic and special projects, and other administrative activities in cooperation with the County Administrator, the Board of Supervisors, and department heads of Nottoway County. Work requires community relations and leadership in establishing goals and priorities within and outside of the organization; administering existing planning and land use ordinances, promoting the business and economic development interests within the community; managing assigned functions and projects; researching data and trends; and administering capital and special projects for the County. Work requires sensitivity to the long- and short-term needs of the County, advising the Planning Commission, Board of Supervisors, Industrial Development Authority and the County Administrator, and requires contact and coordination with citizens and property owners, governmental agencies, corporate entities, developers, business leaders, civic organizations, and other County departments on a wide range of economic and community development related issues and programs using sound judgment and maintaining confidentiality. Employee must exercise independent judgement and simultaneously must consider financial, ethical, socio-economic, legal, and regulatory variables that affect the County. Work is performed under the administrative supervision of the County Administrator and is evaluated through periodic conferences, observation of results achieved, success and cost of projects, review of work, and overall acceptance of the programs by the business community and citizens.

**Duties and Responsibilities**

**Essential Duties and Tasks**