



Development Services Specialist

What would a typical day on the job be like? What work would I do?

Do you have a passion for Newport News and seeing your community thrive? Well, this may be the perfect opportunity for you!

The City of Newport News is seeking an enthusiastic, motivated, and career-minded individual to join the **Planning Department** as the Development Services Specialist/Planner. This position performs complex work in current planning, technical, and administrative work in the review and coordination of site, development, and subdivision plans.

This position performs analysis and makes recommendations relative to planning principles through the review of site, development, and subdivision plans to ensure conformance with federal, state and city codes, ordinances and policies. You will also research information relating to site and subdivision development, interpreting codes, ordinances, and policies for developers, contractors and citizens. You will provide technical assistance and guidance in obtaining plan approvals and coordinating site and subdivision review activities with engineering staff, City departments, and external agencies while maintaining subdivision and site plan file documentation.

You will be responsible for reviewing detailed bonding agreements, variances, and exceptions within prescribed limits. You will maintain and refund the bonds related to site and subdivision files, land disturbances and right-of-way permits, as necessary. This position coordinates site and subdivision files, land disturbance, and right-of-way permits as necessary as well as subdivision agreements and land development agreements for contractors.

How much money can I make? The salary range for the Planning Coordinator position is \$53k- \$62k, and is competitive based on education, qualifications and experience.

What are the qualifications for this position?

There are two (2) levels of Development Services Specialist distinguished by the type and level of work performed and the qualifications of the employee.

Development Services Specialist - Requires a Bachelor's degree in Planning, Landscape Architecture, Architecture, Civil Engineering, or a related field and 3 - 4 years' experience, or an equivalent combination of education and experience.

Development Services Specialist, Senior - Requires a Bachelor's degree in Planning, Landscape Architecture, Civil Engineering or a related field and 5 - 7 years of experience, or an equivalent combination of education and experience

This position requires an acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

Why should I work for the City of Newport News?

The City of Newport News is an organization committed to excellence in public service with strong communication and teamwork. As an established employer of choice in the Hampton Roads area, the City is also dedicated to maximizing employee potential. Join the City of Newport News and embrace the City's values of "Commitment, Caring, and Collaboration."

What else should I know?

The City of Newport News offers a comprehensive benefits package to include a Virginia Retirement System defined benefit and defined contribution plan, medical, dental, vision, and a variety of wellness initiatives. We offer great training programs for new and current employees, competitive pay, and paid time off! Welcome to a team that treats you like family, emphasizes open communication and encourages living in the "Learning Zone!"

How do I apply?

If interested in learning more about this opportunity, including position requirements, visit nnva.gov/jobs.

Department of Human Resources
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