



## Town of Leesburg JOB ANNOUNCEMENT

**Job Title: Senior Planner - Preservation**  
**Department: Planning & Zoning**  
**Salary Range: \$63,976 - \$109,528 DOQ**  
**Deadline: Open until filled**

Do you want to apply your expertise for a cause you can feel good about? Do you want to work for an organization that wants you to grow with it and offers tuition reimbursement, certification training, and a chance to learn about multiple industries? Come work for the Town of Leesburg, hometown of the 21st century. Located 35 miles west of the nation's capital in the heart of DC's Wine Country, you'll enjoy a vibrant and authentic community with "big city" amenities. The Town of Leesburg strongly encourages innovation, promotes career development, and offers excellent benefits to employees. Benefits include membership to the Town's full-service recreation center, telecommuting and flexible scheduling, enrollment into the Virginia Retirement System, excellent healthcare insurance, and other fringe benefits.

### Who We're Looking For

If you identify with the following descriptions, then you may be perfect for the Town of Leesburg:

- Creative problem solver
- Proactive self-starter
- Life-long learner
- Strong team player
- Passionate about excellent customer service
- Positive, can-do attitude
- Effective communicator
- Desire to impart knowledge to others
- "Early adopter" of new technologies
- Troubleshooter

### What You'll Be Doing:

Managing the town's preservation program by preparing staff reports and presenting recommendations to the Board of Architectural Review on certificate of appropriateness in the Historic Districts; providing technical preservation and design expertise to the public and town personnel; serving as the town's liaison on Certified Local Government administration and researching grant opportunities; maintaining the design guidelines for the Historic Districts; contributing to team efforts to maintain and update the Zoning Ordinance with respect to preservation and design; and assist the public on preservation and design issues.

**Skills required include:** knowledge of architectural history, construction techniques and materials; ability to read architectural and building plans; exceptional report writing and presentation skills; knowledge and ability to write and interpret design guidelines and zoning regulations; ability to communicate design concepts in non-technical terms; positive problem-solving and customer service attitude; and good project management skills.

### **REQUIRED QUALIFICATIONS:**

- BA/BS in Historic or Preservation Planning; Architectural History, Urban Planning, Design, or related field
- Five (5) years progressively responsible preservation planning experience, or equivalent combination of education and relevant experience.

**PREFERRED QUALIFICATIONS**

- Masters degree
- Bilingual in English/Spanish.

For a more detailed and technical job description, please visit [Job Descriptions](#)

**TO APPLY:** Please go to [www.leesburgva.gov/jobs](http://www.leesburgva.gov/jobs) to apply online. Resumes may be submitted as supplemental only. EOE/ADA