



City of Charles Town, WV
Job Opportunity: Long Range Planner

Position: Long Range Planner

Employer: City of Charles Town

Application Deadline: The first review of applications will take place on July 13th, 2026; however, the recruitment will remain open until the position is filled.

Annual Compensation: (City Pay Scale Grade 5) \$57,470.00 - \$91,876.00 depending upon experience and certifications.

To apply: Submit a completed city employment application form to the City of Charles Town, ATTN: Assistant City Manager, Alissa Meeks, PO Box 14, Charles Town, WV 25414 or ameeks@charlestownwv.us.

An applicant may submit a resume with the city employment application but may not submit as a substitute.

Description: Charles Town seeks applicants for the position of Long-Range Planner. This non-supervisory salaried position is responsible for the analysis and preparation of all long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood planning, and regional policy support for the City.

Qualifications: Applicants will have four (4) years of progressively responsible experience in planning, urban planning/design, environmental studies, landscape architecture, or a closely related community development field.

Applicants must have a Bachelor's degree in a related community development field above, and a valid WV driver's license. AICP certification may be substituted for a Master's Degree. Applicants must have strong working knowledge of principles and practices of planning, urban design, land use/zoning, and GIS.

A complete job description, list of qualifications, and application form are available for review at www.charlestownwv.us under How Do I, Employment.

The City of Charles Town is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.



City of Charles Town
Job Description

Job Title: Long Range Planner Pay Range: (City 5) \$57,470.00 – 91,876.00 (scale)

Position Summary:

This is a non-supervisory salaried position (exempt from over-time pay) that is responsible for the analysis and preparation of all long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood planning, and regional policy support for the City of Charles Town. The long-range planner will also work with other city officials, department heads, employees, and the public to coordinate work, receive and exchange information, explain procedures, facilitate processes, provide services, and/or resolve problems. The long-range planner will work collectively with other members of the Community Development team to include the zoning administrator. The long-range planner will report directly to the Community Development Director.

This position also performs special initiatives as requested by the City Council or as needed by the Community Development Division (CDD) in envisioning the City's future and setting strategic goals.

Essential Duties and Tasks:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential duties and tasks include:

- Prepares annual updates to the Comprehensive Plan; reviews and analyzes the Planning Commission and City actions related to changes to the Comprehensive Plan. Researches and evaluates proposed changes to the Comprehensive Plan suggested by the public or other city departments. Prepares special studies related to growth and development. Makes presentations at workshops and public hearings. Edits text to reflect approved changes. Coordinates with appropriate GIS Staff/Zoning Administrator to prepare maps.
- Identifies and makes recommendations regarding enhancements to division procedures, codes, guidelines, and the development review and long-range planning processes. Defines and explores Subdivision and Land Development Ordinance (SALDO) use policy; processes various types of applications; answers routine questions from the public about internal processes.
- Conducts Zoning Map Amendments; Conditions of Annexations (COAs); target annexation areas as it relates to connectivity; serves as visionary to City and Planning Regulations to maintain

best practices and enforcement assistance; provides updates to Historic Overlay Districts and create other districts as needed

- Conducts development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies; conducts technical review meetings; and plan review
- Works with the Director to negotiate project redesign as appropriate; reviews final site plans and approve minor plan revisions;
- Supports use and distribution of population and housing census data, and related demographic data from other sources – works with CDD members to present data and plan for commercial marketing and growth. Represents the City on various boards, councils, or committees.
- Makes recommendations and provides planning on walkability and connectivity between ward districts and the downtown. Provides recommendations to Department of Highways on planning and connectivity.
- Reviews, analyses, develops and proposes master plans for park lands, trails, sidewalk and ward connectivity, developments, and the downtown;
- Serves as staff coordinator on special projects as assigned by the Director; or project manager for assigned current and long range planning functions;
- Serves as liaison between staff, supporting committees and consultants;
- Completes staff reports and recommendations, graphics, displays, brochures, oral and written presentations as needed.
- Analyzes proposed, existing, and new local, state, and federal legislation and makes recommendations for implementation or other action as necessary;
- Identifies community problems, issues, and opportunities that could be addressed through better community planning and develops strategies for economic and community development, efficient land use and the promotion of community goals;
- Attends professional seminars, training and meetings as required;
- Any and all other duties as assigned

Minimum Qualifications and Required Knowledge, Skills and Abilities:

- A Bachelor’s degree in planning, urban planning, environmental studies, landscape architecture, or closely related field; a Master’s Degree in a related field is desirable. AICP certification may be substituted for a Master’s Degree.
- Four (4) years of planning or related experience in Community Development; or related field.

Reporting Responsibility: Director of Community Development

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of planning, urban design, architecture
- Knowledge of a relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, historic preservation or economic development is desired;
- Knowledge of principles and practices of research, data collection and effective writing techniques;
- Standard and specialized computer software applications, including Geographic Information System (GIS), etc;

- Excellent written and oral communication skills and group presentation skills;
- Ability to work independently on multiple and varied tasks;
- Ability to read and comprehend city, state, federal regulation;
- Analytical skills ;
- Acts proactively and is deadline oriented;
- Creativity desired with the ability to be innovative and create unique outcomes;
- Ability to attend evening meetings.

Physical Requirements and Work Environment

- Must be able and capable of the physical demands and work environment representative of those an employee encounters while performing the essential functions of the job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

How to Apply

Submit Resume and City Application to:

Alissa Meeks
Assistant City Manager
101 E. Washington St, Charles Town, WV 25414
ameeks@charlestownwv.us