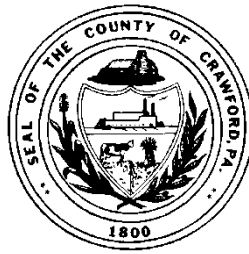


Crawford



County

ERIC S. HENRY
Chairman

SCOTT T. SCHELL
Vice-Chairman

CHRISTOPHER R. SEELEY
Secretary/Treasurer

Human Resources
Department
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: December 11, 2025 to January 2, 2026

Job Title: Planning Director

Location: Crawford County Planning Office, 903 Diamond Park
Meadville, PA 16335

Classification: Full-Time—Exempt, Non-Union

Work Hours: 8:00A.M. - 4:30P.M. Monday-Friday (40H) ½ hour unpaid lunch

Essential Duties: Direct the completion, implementation, and updating of the County's Comprehensive Plan. Oversee departmental operations, including budget development, goal setting, and staff management. Coordinate with municipalities, state and federal agencies, businesses, and nonprofits to foster a strong planning culture throughout Crawford County. Provide technical assistance to municipal officials on land use regulations, zoning, subdivision/land development review, housing, recreation, and transportation initiatives. Represent the County in regional and state-level planning organizations and on advisory committees, including transportation planning forums. Oversee grant applications, funding administration, and project implementation on behalf of the County and municipalities. Conduct research, prepare reports, and advise County leadership on planning-related legislation, policy, and project feasibility. Facilitate public

meetings and effectively engage with community members, elected officials, and stakeholders.

Qualifications:

Education & Experience: Bachelor's degree in urban and regional planning or a closely related field with at least 5+ years of relevant professional experience, supervisory experience preferred; OR Master's degree in planning or related field with 2+ years of relevant experience, supervisory experience preferred.

Professional Certification: American Institute of Certified Planners (AICP) certification preferred.

Technical Skills: Proficiency in standard office software applications and ability to learn new technology. Strong project and time management, budgeting, and grant administration skills.

Other Requirements: Demonstrated ability to manage staff, delegate tasks, and foster collaboration. Strong written and oral communication skills, with the ability to engage diverse audiences. Valid driver's license and willingness to attend evening and weekend meetings as required.

Pay:

Salary Range: \$58,000 - \$64,000
depending on education, experience and qualifications

Benefits:

Excellent benefit package.

How to apply:

Submit a cover letter, resume and county application to bjohnston@co.crawford.pa.us or to Crawford County Human Resources, 903 Diamond Park, 2nd floor, Meadville, PA 16335

Applications are available in the Human Resources office or on the County's website: www.crawfordcountypa.net

Late applications will not be accepted.