

PLANNER

Department: Administration
Supervisor: Town Manager
Revision Date: 7/1/2021

Salary Classification: Hourly
FLSA Status: Non-Exempt
NCLM Position Code: 20465

General Statement of Duties:

Performs responsible professional and administrative work in coordinating current and long-range planning and development projects; enforces zoning and nuisance ordinances.

Essential Duties and Tasks:

The following list is representative, but not all-inclusive, of typical duties, tasks, and responsibilities for this position:

1. Plans, organizes, and coordinates the Town's overall planning program, including current and long-range planning, zoning, code enforcement, and community development.
2. Responsible for staying up to date on all pertinent laws, ordinances, rules, and regulations as they pertain to duties and responsibilities.
3. Responsible for review, research, and analysis of deeds, site plans, subdivision plats, rezoning, annexations, and other development-related activities.
4. Ensures compliance of permit applications and site plans with Town ordinances; coordinates plan reviews with other departments, agencies, and applicable entities.
5. Performs all tasks related to even-handed, unbiased interpretation, administration, and enforcement of ordinances, flood and subdivision regulations, and permit applications.
6. Researches and prepares recommendations for revisions of development ordinances and land use plans; facilitates public input and development of consensus.
7. Provides staff assistance to various boards and committees including Town Board, Planning Board and Board of Adjustment; participates in meetings and public hearings to explain recommendations on planning proposals.
8. Fields and investigates code enforcement issues, complaints/violations, and performs property inspections to determine compliance with applicable laws and ordinances.
9. Maintains liaison with state, county and other municipal planning agencies and boards.
10. Maintains Town & zoning maps; coordinates data with Rowan County GIS, et al.
11. Prepares and administers grants related to planning.
12. Operates a light truck or automobile.
13. Performs all other related duties as required.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of municipal, local and regional planning, including current and long-range, community and economic development, natural resources, and the environmental and socioeconomic implications of the planning process; of municipal, state, and federal laws pertaining to planning and development; of legal procedures related to the enforcement of zoning laws and local ordinances in North Carolina; and of the principles, practices, and applicable laws regarding zoning, subdivision plats, building permits, and development regulation. Skill in the collection, analysis, and public presentation of technical data and planning recommendations; as well as in collaborative conflict resolution and meeting facilitation. Ability to work collaboratively with developers, Town officials and the community regarding development; to express ideas effectively in oral and written form, and to write and present comprehensive and professional planning reports. Ability to establish and maintain effective working relationships with community groups, municipal, county, regional, state, and federal officials, staff, and the general public.

Physical Activity Requirements:

Must be able to physically perform the basic life operational functions of climbing, kneeling, standing, walking, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts, and detailed materials, perform visual inspections, and operate a computer.

Minimum Qualifications:

High school diploma (or equivalent) with additional course study and experience in the areas of planning, inspections, GIS, NC General Statutes, and/or land use ordinances. Valid NC driver's license.

Preferred Qualifications:

Graduation from an accredited four-year college or university with a BA/BS in planning, geography, public administration, or a related field; minimum two years' experience in municipal planning, community development, policy administration, or related position; AICP certification; or an equivalent combination of training, education, and experience.

This position reports to and is subject to the general direction of the Town Manager.