

Planner

Town Administration

Department	Supervisor	FLSA Status	Classification
Administration	Town Manager	Non-Exempt	Hourly
Revision Date	NCLM Code		
June 1, 2026	20465		

Position Summary

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

Essential Duties & Responsibilities

- Plans, organizes, and coordinates the Town's overall planning program, including current and long-range planning, zoning, code enforcement, and community development.
- Stays current on all pertinent laws, ordinances, rules, and regulations as they pertain to assigned duties and responsibilities.
- Reviews, researches, and analyzes deeds, site plans, subdivision plats, rezoning petitions, annexations, and other development-related activities.
- Ensures permit applications and site plans comply with Town ordinances; coordinates plan reviews with other departments, agencies, and applicable entities.
- Administers and enforces ordinances, flood regulations, subdivision regulations, and permit applications in an even-handed and unbiased manner.
- Researches and prepares recommendations for revisions to development ordinances and land use plans; facilitates public input and consensus building.
- Provides staff support to the Town Council, Planning Board, and Board of Adjustment; participates in meetings and public hearings to present planning recommendations.
- Investigates code enforcement complaints and violations; conducts property inspections to determine compliance with applicable laws and ordinances.
- Maintains liaison with state, county, and other municipal planning agencies and boards.
- Maintains Town zoning maps and coordinates data with Rowan County GIS.
- Prepares and administers planning-related grants.
- Manages planning projects from initiation through completion, including defining scope, coordinating with stakeholders, tracking milestones, and ensuring deliverables are completed on time and within budget.
- Performs other related duties as assigned.

Required Knowledge, Skills & Abilities

- Knowledge of principles and practices of municipal, local, and regional planning, including current and long-range planning, community and economic development, natural resources, and related environmental and socioeconomic considerations.
- Knowledge of municipal, state, and federal laws pertaining to planning and development, including legal procedures for enforcing zoning laws and local ordinances in North Carolina.
- Knowledge of zoning, subdivision plats, building permits, and development regulation principles, practices, and applicable laws.
- Skill in collecting, analyzing, and presenting technical data and planning recommendations to diverse audiences.

- Skill in collaborative conflict resolution and public meeting facilitation.
- Ability to work effectively with developers, Town officials, and community members on development matters.
- Ability to communicate ideas clearly in both oral and written form, and to produce comprehensive, professional planning reports.
- Ability to establish and maintain effective working relationships with community groups, and municipal, county, regional, state, and federal officials and staff.

Physical Requirements

Must be able to perform basic life operational functions including climbing, kneeling, standing, walking, fingering, grasping, talking, hearing, and repetitive motions. Position requires sedentary work with the ability to exert up to 10 pounds of force occasionally. Must have the visual acuity to prepare and analyze data, work with maps and charts, conduct visual inspections, and operate a computer.

Minimum Qualifications

High school diploma or equivalent, supplemented by coursework and experience in planning, inspections, GIS, NC General Statutes, and/or land use ordinances. Valid North Carolina driver's license required.

Preferred Qualifications

- Bachelor's degree (BA/BS) from an accredited four-year college or university in planning, geography, public administration, or a related field.
- Minimum two years of experience in municipal planning, community development, policy administration, or a related role.
- AICP certification preferred or demonstrated ability and willingness to obtain certification.
- Experience with master planning, including the ability to work in depth on comprehensive and long-range master plans for land use, transportation, and community development.
- An equivalent combination of education, training, and experience may be considered.