

TOWN PLANNER

POSITION SUMMARY:

An employee in this position performs entry-level professional planning work in support of current planning/development projects and long-range planning projects for the Planning Department of Town of Erwin. Work includes tasks such as: conducting technical review of land use and special use permit applications; reviewing rezoning petitions and ordinance amendments; reviewing major and minor subdivision plats, manufactured home park plans, and site plans for commercial and industrial projects and special use; approving those plats and plans; assisting with preparation of agendas and information packets for the Board of Adjustments, Planning Board, and Town Board; preparing technical site reports; drafting staff recommendations for cases or petitions; performing planning work projects; and providing information to the Town Board. Work is performed under general supervision of the Town Manager and is evaluated through periodic conferences and feedback from the Town Manager.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Conducts subdivision review including sign permits; provides input on deficiencies in plans; and reviews potential plans and projects for compliance with Town ordinances such as zoning, subdivision, watershed ordinance, manufactured home park, and other ordinances.
- Performs technical review of minor and exempt subdivision plats.
- Provides research and support to long range planning efforts.
- Receives inquiries from the public; provides information concerning codes, ordinances, and regulations pertaining to services of the Department.
- Performs technical review of land use applications, special use permit applications, rezoning petitions, and ordinance amendments; advises applicants as to deficiencies in plans and petitions.
- Assists with preparation of agendas and information packets for Board of Adjustment and Planning Board; prepares technical site reports; drafts staff recommendations for cases or petitions; attends meetings to make presentations; and answers questions from board members and the public.
- Provides staff support to Board of Adjustment; provides information to the Town Board on projects coming before that group.
- Drafts ordinance text amendments; performs short range and long-range planning/land use studies; and serves on study committees related to planning and land use matters.
- Participates in workshops, meetings, and public hearings to explain planning proposals; answers citizen questions concerning plans and problems; and makes various presentations of staff recommendations and possible scenarios.
- Meets with developers, property owners, and consultants as needed to discuss development proposals and other planning matters.
- Updates planning information on website.
- Assists residents and surveyors with planning and zoning questions in person, over the phone, and by e-mail.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in urban planning, regional planning, geography, public administration, community development, or a related field is preferred;
- 1-3 years of experience is desired;
- Or equivalent education and/or experience; and
- Possession of a CZO certification or the ability to obtain one within an agreed upon time frame.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the Town's zoning, land use, and other ordinances and codes.
- Knowledge of the principles and practices of community and economic development and public sector planning and/or landscape design.
- Knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.
- Knowledge of Permitting processes.
- Knowledge of research methods.
- Knowledge of the environmental and socio-economic implications of the planning process.
- Skill in collecting, analyzing, and presenting technical data and planning recommendations.
- Skill in resolving conflicts.
- Skill in using office equipment, computers, and Department software.
- Skill in facilitating meetings.
- Skill in creating and delivering public presentations.
- Skill in communicating, both verbally and in writing.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, County officials, and the general public.
- Ability to prepare comprehensive reports and studies.

PHYSICAL DEMANDS:

Must be able to perform sedentary work and occasionally exerting up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects. This work also involves the physical abilities of crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, having manual dexterity, using mental acuity, reaching, performing repetitive motion, speaking, expressing ideas by the spoken word, and walking. An incumbent must also possess the visual acuity to examine and work with maps, charts, and detailed materials including colors, to operate a computer, to inspect sites regarding planning issues, and to do extensive reading.

WORK ENVIRONMENT:

The employee works in an office setting.

SPECIAL REQUIREMENTS

Valid North Carolina Driver's License required.

Certified Zoning Official (CZO) preferred or to be obtained within an agreed upon time frame.

FLSA STATUS: Exempt

DISCLAIMER

This classification specification 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 to perform the job. The Town of Erwin reserves the right to assign or otherwise modify the duties assigned to this classification.