



PLANNER

Performs a variety of professional planning duties including plan and project review, administration of planning ordinances, research and analysis, and permitting to ensure compliance with Town ordinances.

Distinguishing Features of the Class

An employee in this class performs a variety of technical and administrative planning work in support of the coordinated guidance and regulation of growth and development of the Town. Work involves conducting residential and commercial site plan review on submitted plans for compliance with land use, zoning, and planning ordinances; reviewing plats for accuracy; preparing materials for public meetings; preparing public notices and property owner letters; issuing permits; researching and providing input into the update of ordinances; participating in special projects; making presentations to the Planning Board and Town Board; providing technical assistance to developers and the general public on planning and zoning ordinances and development issues; and maintaining files and records. Work requires considerable public contact with developers, property owners, and the general public requiring considerable tact and firmness. General knowledge of planning and zoning regulations, GIS technology, judgment and initiative are required in the performance of duties. Work is performed under regular supervision and is evaluated through conferences, review of work results, and overall public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Reviews submitted plans for compliance with Town ordinances and adopted plans and policies; performs site plan review at all stages of development; researches and prepares recommendations for Board consideration; coordinates plan review with other Town staff as needed.

Provides technical assistance to the general public, property owners, developers, and contractors; interprets, explains, and advises the public on technical planning ordinances and regulations; provides advice on development plans and proposals.

Researches and prepares planning elements necessary for decisions by management or boards; drafts ordinance revisions for management review; reviews proposed revisions for compliance with laws and ordinances.

Reviews applications for land use permits for compliance with ordinances; processes applications and issues zoning permits.

Performs periodic field site visits to ensure project compliance with existing ordinances and codes; coordinates work with the Town's Code Enforcement Officer.

Assists with inquiries from the public on general zoning and planning questions including ordinances and permits; provides information and technical guidance on the development review process.

Provides research and input into the development of ordinances, policies, and procedures for the Town; researches and compiles data for departmental reports and projects.

Prepares and conducts presentations to the Town Board and Planning Board in regards to planning matters, assigned projects, rezoning requests, text amendments, grant updates, etc.; explains recommendations and planning work required.

Researches, develops, and submits planning grant applications.

Represents the Town with various local, regional and state groups as requested.

Prepares and maintains a variety of reports, records, and files related to work.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge and understanding of the principles, practices and applicable laws of public sector land use development and public sector planning.

Thorough knowledge of technical ordinances, codes and regulations pertaining to land use planning and development including zoning and floodplain requirements.

Thorough knowledge of the governmental laws, programs, and services pertinent to land use development and planning processes.

Working knowledge of the application of information technology to the work including the use of various software, hardware, and peripherals including GIS, spreadsheets and databases.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy and complete required records and reports.

Skill in collaborative conflict resolution, meeting facilitation, and public presentations.

Ability to prepare comprehensive reports and studies.

Ability to interpret local ordinances, rules, and regulations.

Ability to read and interpret blueprints, site plans and architectural designs and to ensure compliance with appropriate codes and ordinances.

Ability to enforce ordinances with tact, firmness and impartiality.

Ability to communicate effectively in oral and written forms with tact and firmness.

Ability to establish and maintain effective working relationships with Town officials, developers, contractors, employees, the general public and other municipal government agencies.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in urban planning or related field and some experience working in public sector planning or development plan review; or any equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of CZO certification within timeframe established by the Town.