

TOWN PLANNER

General Statement of Duties

Performs professional planning work involving the development, implementation, and administration of municipal land-use plans, ordinances, zoning regulations, and community development programs.

Distinguishing Features of the Class

An employee in this class performs planning and development services, GIS, zoning administration, and other related programs for the Town. Work involves zoning administration, research, land use, support of boards, text amendments, GIS database and mapping, and grant management and administration. Work involves considerable public contact and coordination with other departments, boards, commissions, and the public. Judgement and initiative are required in conducting research projects, interpreting plans and ordinances, and maintaining necessary maps. The role requires professional planning, GIS and technology knowledge. Considerable tact and courtesy must be exercised in the public contact functions. Work is performed under regular supervision and is evaluated through conferences, review of work, and accuracy in work.

Duties and Responsibilities

Essential Duties and Tasks

- Performs planning, development review, zoning administration and GIS application; interprets and applies ordinances, zoning maps, comprehensive plan, and other planning documents.
- Maintains GIS database; creates GIS maps for zoning, flood ratings, historic district.
- Assists the public with a variety of information on development review and zoning; reviews and issues zoning permits and confirms business uses.
- Researches ordinances and approaches; drafts ordinance text amendments.
- Prepares documents and maps and assists with preparation for and support to Planning Board, Board of Adjustment and Governing Board as needed.
- Accepts and reviews applications for rezoning, special use permits, variances and other department activities.
- Assists with public meetings, neighborhood meetings, compilation of comments and data, preparation of presentations and graphics, investigation of costs, research on environmental components, field work to inventory existing conditions, etc.
- Inspects setbacks and permits to ensure compliance; issues permits including Residential, Commercial, and Floodplain permits.
- Develops and implements long range Comprehensive Plans and Zoning Policies to guide sustainable community growth.
- Applies for grants; conducts required activities and reports on grant usage.
- Prepares and maintains a variety of records, reports, spreadsheets, data bases, etc.
- Serves on additional community boards; included but not limited to Macon County Planning Board and Technical Coordinating Committee.

Additional Job Duties

- Backs up other staff as needed, including but not limited to Code Enforcement Officer.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.
- Knowledge of the laws, principles, theories, and practices related to modern land use planning and growth management.
- Knowledge of the environmental and socio-economics implications of the planning process and statutes,

laws, rules, and regulations affecting these functions.

- Considerable knowledge of the application of information technology to planning and development including GIS, data bases, spreadsheets, etc.
- Knowledge of code enforcement principles, regulations, and practices.
- Skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.
- Skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.
- Skill in building consensus, in collaborative problem-solving and conflict resolution and in public presentations.
- Skill in teamwork, coordination with other departments, and internal and external customer service excellence.
- Ability to interpret and apply ordinances, plans, maps, and other planning and zoning documents.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.
- Ability to plan and organize work for efficient processing, set and follow effective work priorities, and meet established deadlines.
- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, kneeling, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, 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, operate a computer, and do extensive reading.

Desirable Education and Experience

- Graduation from a college or university with a degree in planning, geography, public administration or related field and some experience in planning and experience in GIS mapping; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Ability to obtain CZO certification within one year of hire date.
- Ability to obtain CFM certification within two years.