

Job Description

TOWN PLANNER

This position is responsible for providing professional expertise in all aspects of the planning and development process. The Planner must perform professional administrative and technical work with limited supervision and the use of independent judgement and discretion. This position reports to the Town Administrator. Duties include: administering municipal zoning, conducting research and analysis, processing land development from submittal to site occupancy; zoning code enforcement; assisting Town officials and committees; long-range planning efforts; and coordinating with other local, county, and state agencies.

Essential Functions of the Job –

(These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.)

- Consult, advise, and answer questions from developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and planning functions.
- Evaluate zoning and development applications for compliance with local policies, codes, and regulations to ensure they are consistent with Town goals.
- Coordinate with other department personnel and design professionals to assure a comprehensive analysis of items such as site plans, planned developments, and subdivisions to assure compliance with the Town's Regulations and State Law.
- Draft project staff reports and recommendations of all development proposals. Direct staff in preparing agendas, minutes, and informational packets.
- Attend monthly meetings, outside of regular business hours, give oral presentations of land development requests, make recommendations, and present conditions for consideration in land development approval process.
- Provide administrative and technical support and guidance to the Board of Mayor and Aldermen, Planning Commission, Board of Zoning Appeals, and Design Review Committee regarding land use and development issues.
- Oversee some code enforcement for the Town, such as enforcing Municipal Code guidelines regarding land use, property maintenance, and similar issues.
- Supervise, direct, evaluate and coordinate staff and other personnel actions.
- Attend meetings, seminars and training sessions as required to remain knowledgeable of planning practices and maintain professional certifications.

Required Knowledge and Abilities –

- Considerable knowledge of planning theory, principles, and practices, such as zoning, land use, comprehensive planning, economic and community development, architectural design principles, and site planning.
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public, developers, engineers, and public officials.
- Strong problem solving and negotiation skills.
- Ability to read and interpret maps, scales, and architectural and engineering drawings
- Ability to create and give presentations, which includes presenting data visually with maps and illustrations
- Ability to conduct independent investigations, analysis, and research related to land use challenges.
- Ability to prepare clear and concise reports and explain technical problems and regulations using words and terms that someone not specialized in a specific field can understand.
- Knowledge of computer applications including Microsoft Office, internet applications, and GIS.
- Excellent organizational skills and an ability to manage multiple projects simultaneously to successful completion with attention to detail and accuracy.
- Ability to interpret and apply applicable laws, ordinances, codes, rules, regulations, policies and procedures.
- Ability to sit and/or stand for extended periods of time and occasional light lifting required.

- Most work will be performed in an office setting; however, some work is required in the field. Must be willing to go on job sites to perform inspections, run errands, and mail or receive documents in various weather conditions.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the position's essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals.
- Normal work responsibilities not only require a sighted individual (vision corrected to 20/20) for computer usage and visual inspections of street maintenance, storm water systems or construction activities, but also require an individual with normal hearing (hearing corrected to normal ranges) for direct and telephone contact with contractors, developers, employees and the general public.
- The typical work schedule is Monday through Friday from 9:00 AM to 5:00 PM. and typically includes 3 or more after hours meetings per month.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise, traffic hazards, bright/dim light

Qualifications

Bachelor's Degree required, Master's degree preferred, from an accredited college or university in urban or regional planning, civil engineering, or a closely related field. At least five (5) years of public management and professional planning experience, preferably in a municipal setting. AICP certification is preferred, excellent project management and oral and written communication skills.