

PLANNER

General Statement of Duties

Performs professional planning and sustainability work in the Planning Department the Town.

Distinguishing Features of the Class

An employee in this class performs current, long range, historic preservation, and sustainability planning and permitting functions for the Town. Work includes reviewing residential and commercial development applications and plans for consistency with Town codes, preparing and presenting staff reports, coordinating Technical Review Committee meetings, ensuring FEMA and other compliance, and assisting the Director on the full range of issues as needed. Work also includes processing zoning ordinance text amendments, assisting with grant development and administration and making presentations to various Boards and Commissions. Work requires considerable public contact often involving sensitive and controversial issues and interactions require judgment, tact, and discretion in order to maintain strong relationships between the Town and the community. Work is performed under general supervision of the Director and is evaluated on the basis of attainment of individual performance objectives, inspections, conferences, reports, and feedback from related government agencies, contractors and citizens.

Duties and Responsibilities

Essential Duties and Tasks

Accepts various applications (Conditional Use, Site Plans, Map/Text Amendments, Variance and Appeals); processes applications, coordinates Technical Review meetings when necessary; ensures adequate public notice of applications as necessary (newspapers, sign postings, letters to adjoining property owners) and provides support including research documents, staff memo's, etc. to Planning Board, Board of Adjustment and Board of Commissioners; reviews residential and commercial development applications for consistency with Town Codes; issues necessary zoning and/or flood permits; prepares agenda items for meetings, performs research.

Participates in researching and recommending sustainability goals for the long range planning process in regards to stormwater and watersheds, coastal resiliency, land use planning, economic development planning, hazard mitigation, open space planning and capital projects planning.

Participates in identifying, developing, and administering grants, especially related to coastal resiliency; may serve as project leader for grant projects; coordinates with other Town departments as needed.

Prepares and disseminates educational materials for the public for enhanced awareness of Town initiatives.

Prepares maps and special designs using GIS and other software; creates and maintains various overlays for the Town.

Assists the Director with various projects such as channel dredging.

Assists contractors, property owners and citizens with variety of questions through phone, email and in-person appointments.

Provides back up to the Director in floodplain compliance; serves as part of disaster response team for the Town.

Participates in code enforcement as needed.

Assists co-workers and other staff in day-to-day planning activities; offers guidance and support when needed; checks for accuracy and provides feedback.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of municipal planning and zoning, sustainability, historic preservation and local ordinances, policies and regulations, especially in a coastal environment.

Knowledge of the application of information technology to the work including the principles and uses of geographic information systems (GIS) and presentation software their applications in local government planning.

Knowledge of the Town's zoning and subdivision regulations, historic preservation ordinances, and related Town policies and principles.

Knowledge of FEMA floodplain regulations and their applications.

Skill in collaborative conflict resolution, internal and external customer service excellence, meeting facilitation, public presentations, and teamwork.

Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

Ability to present ideas effectively in written and oral form.

Ability to interpret and apply various codes, rules and regulations consistently and impartially.

Ability to prepare and present technical information to management, elected officials, and the public in a clear and concise manner without ambiguity

Ability to exercise mature judgement and discretion in decision making and problem-solving.

Ability to conduct detailed analysis and assessment of program information.

Ability to plan, organize, and manage multiple tasks and deadlines.

Ability to understand and consider varying opinions and perspectives in decision making and build consensus.

Ability to establish and maintain effective working relationships with associates, the general public, other agencies and public officials.

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 sedentary to 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 figures, do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Desirable Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in environmental science, urban and regional planning, public administration, environmental engineering, or other related field and increasingly responsible experience in a municipal planning department, preferably in a coastal setting.

Special Requirements

Possession of a valid North Carolina driver's license.

Ability to obtain Certified Zoning Official, Floodplain Manager, and AICP certification within the timeframe determined by the Town.