



TOWN OF PITTSBORO

Invites applications for the position of:

Planner II

An Equal Opportunity Employer

HIRING SALARY	\$53,000 - \$60,000 Annually (Anticipated Hiring Range)
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 8:30am – 5:00pm)
DEPARTMENT	Planning
SUMMARY	The Planner II performs complex, professional level work in the field of community planning, zoning, and development services.

ESSENTIAL JOB FUNCTIONS

- Coordinates with and provides technical assistance to developers, engineers, architects, contractors, citizens and elected and appointed officials to interpret Town plans and land use regulations.
- Prepares and presents staff reports, analyses, and recommendations for a variety of complex zoning land use approvals including rezonings, special use permits, subdivisions, variances, and appeals.
- Reviews complex, large-scale development proposals for compliance with applicable land use, environmental, zoning, and design regulations, issues correction requests, approves plans, certifies compliance, and conducts follow-up inspections.
- Position will also take a primary role in the coordination of the Town's downtown programs that seek to create community, excitement, and involvement. Work will be coordinated in partnership with a variety of stakeholders and advisory groups to improve the image of downtown and increase the competitiveness with other local and regional downtowns.
- Provides guidance and support to Planning and Engineering staff, serves as liaison to assigned boards and organizations, oversees commercial development review team consisting of various departments and agencies to facilitate and coordinate plan review and adjudicate conflicts between various agency regulations.
- Assists with complex issues, providing technical expertise in planning, code development, zoning administration, site plan review, or other special projects as assigned.
- Prepares ordinances or revisions to ordinances related to land use and development issues in compliance with and to implement the Land Use Plan and other policy direction.
- Participates in and oversees public outreach efforts and public information projects related to departmental activities and performs customer service and provides information and answers questions regarding Department activities, projects, proposals, processes, and procedures.
- Performs other related duties as assigned.

KNOWLEDGE AND QUALIFICATIONS

- Thorough knowledge of principles and practice of urban planning, zoning, and land use.
- Ability to present the results of research effectively in oral, written, and graphic form.
- Ability to respond to effectively to the most sensitive inquiries or complaints.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Ability to establish and maintain effective, professional working relationships.
- Ability to act independently in carrying out specific tasks, while at the same time being able to participate in or coordinate team-oriented projects.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- Graduation from an accredited school with a Bachelor's Degree in Planning or closely related field and two (2) years of related experience, or
- Equivalent combination of education and experience
- Valid North Carolina driver's license

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed primarily in a standard office environment and occasionally outdoor. May be required to lift and carry items weighing up to 10 pounds. A qualified applicant or employee with a disability may be afforded reasonable modifications to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

ADDITIONAL INFORMATION

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Town Clerk at P.O. Box 759, Pittsboro, NC 27312 or email to cbullock@pittsboronc.gov