



TOWN OF PITTSBORO

Invites applications for the position of:

Project Manager - Planner

An Equal Opportunity Employer

HIRING SALARY \$60,000 - \$70,000 Annually (Anticipated Hiring Range)

CLOSING DATE Open Until Filled

POSITION TYPE Full-Time (Monday – Friday, 8:30am – 5:00pm)

DEPARTMENT Planning

SUMMARY This is an advanced urban planning project management position, responsible for leading and managing planning and development processes and projects in a rapidly growing community.

ESSENTIAL JOB FUNCTIONS

- Works with interdisciplinary and interjurisdictional teams focused on managing and implementing large development projects, particularly the Chatham Park Planned Development, and other departmental special projects and initiatives.
- Oversees the land use planning and implementation processes for large development projects as assigned.
- Performs customer service and provides information and answers questions regarding activities, projects, proposals, processes, and procedures, generally, but particularly relating to assigned projects.
- Build and sustain relationships in the community and across departments and agencies.
- Function as a team member or leader on multiple projects.
- Manage methods to display, track and monitor implementation measures.
- Monitor projects to ensure compliance with adopted policy and pursue remedies for non-compliance.
- Assist with management of updates and amendments to Town plans, ordinances, and related.
- Respond to requests for information in a timely manner, prepare reports to elected and appointed bodies and their committees and make presentations as needed.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

- Thorough knowledge of principles and practices of urban planning, zoning, and land use.
- Ability to present the results of research effectively in oral, written, and graphic form.

- 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 standards and 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 five (5) 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