



TOWN OF PITTSBORO

Invites applications for the position of:

Planner I

An Equal Opportunity Employer

HIRING SALARY \$52,332-\$66,723 Annually

OPENING DATE October 10, 2022

CLOSING DATE Open Until Filled

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

DEPARTMENT Planning

SUMMARY The Planner I ensures consistent and proper application of the Town Unified Development Ordinance to projects submitted to the Department for review and permitting. This position primarily deals with day-to-day permitting, minor and exempt subdivisions, and code/zoning enforcement.

ESSENTIAL JOB FUNCTIONS

- Review residential zoning permits, sign permits, exempt and minor subdivision plats, for conformance with the Unified Development Ordinance (UDO) and modifications to the same.
- Provide technical assistance to citizens, developers, and at times public officials, regarding exempt and minor subdivision, zoning, and related matters.
- Respond to public via walk-in, telephone, and email.
- Processes and writes zoning compliance letters.
- Reviews and approves the majority of residential zoning applications.
- Performs final inspections of new residential developments and sign applications.
- Assists with code and zoning enforcement.
- Serves as backup clerk to the Planning Board.
- Collaborates with and assists other planning staff as needed.

KNOWLEDGE AND QUALIFICATIONS

- Knowledge of applicable local, state, and federal regulations.
- Ability to present the results of research effectively in oral, written, and graphic form.
- Ability to respond 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 Degree in Urban Planning, Urban Design, Geography, or closely related field and zero to two (0-2) years of related experience; or
- Two (2) plus years of experience in local government, specifically within a planning department.
- Certified Zoning Official (CZO) certification preferred.
- Clerical/permitting experience preferred.
- If there is an absence of degree and/or experience, individuals are still encouraged to apply.
- Valid North Carolina driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed primarily in an indoor office environment with occasional outdoor field inspections. 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 enough 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>
- Email applications and resumes to the Human Resources Director, Jennifer Eakes: jeakes@pittsboronc.gov.