



TOWN OF PITTSBORO

Invites applications for the position of:

Planning Director

An Equal Opportunity Employer

HIRING SALARY	\$89,506 - \$114,120 Annually
OPENING DATE	January 26, 2023
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 8:15am – 5:15pm)
DEPARTMENT	Planning
SUMMARY	The Planning Director performs technical and professional duties providing management, direction, and oversight of the Town’s planning responsibilities.

General Statement of Duties.

An employee in this class reviews site plans and meets with developers, engineers, and property owners to assist them with site conditions which will allow for the highest and best use of the land while maintaining the environmental integrity of the site. Employee serves as the Ordinance Administrator, Zoning Administrator, Subdivision Administrator, Floodplain Administrator, Technical Review Committee Chair and Liaison to the Planning Board and Board of Adjustment. Work includes ensuring compliance with subdivision, flood plain, sedimentation and erosion control, height, road grade, storm water, sign, high impact and other federal, state and Town development ordinances, laws, and regulations. The employee serves as staff liaison to the Planning Board and Town commissioners for development related matters, zoning changes, and Ordinance amendments. Considerable tact, skill, knowledge, and courtesy must be exercised in frequent contacts with developers, contractors, and private citizens. Work requires thorough knowledge of the planning field and independent judgment and initiative in the performance of duties. The work includes exposure to indoor and outside environmental conditions. Work is performed under the general supervision of the Town Manager and is evaluated through periodic conferences and feedback from the public.

KNOWLEDGE AND QUALIFICATIONS

- Knowledge of local, state, and federal laws, ordinances and codes pertaining to a wide variety of planning topics.
- Knowledge of theory, principles, and techniques of planning and development processes.

- Knowledge of demographics, economics, and infrastructure related to municipal planning.
- Knowledge of methods of research, analysis, budgeting, and finance.
- Knowledge of real estate terminology, practices, and principles.
- Knowledge of current literature and recent developments in the field of planning and zoning.
- Knowledge of computer applications related to GIS systems, planning databases, and statistical analysis.
- Ability to solve complex problems through review and assessment of relevant information, develop alternatives and options and implement solutions.
- Excellent organizational skills and attention to detail.
- Ability to read and interpret construction plans; ability to enforce codes with tact and diplomacy.
- 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.
- Skill in written and oral communications including the drafting, editing, and oversight of technical reports and the presentation of information to government and other boards and groups.
- Skill in researching general statutes, code enforcement and assisting with writing zoning ordinance amendments.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

A minimum of five (5) years of experience in progressively more responsible positions within a county or municipal planning department, or a combination of training and experience providing the required knowledge, skills, and abilities.

- Bachelor's degree in Planning, Public Administration or related field required.
- Master's degree in Planning or Public Administration preferred.
- Valid North Carolina Drivers License required.
- Certified Zoning Official (CZO) preferred, but not required.
- AICP Certification preferred or be able to sit for the exam within one (1) year of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed primarily in an indoor office environment.
- Work involves walking, talking; hearing; using hands to handle, feel, or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, and/or carry objects up to 40 pounds.

- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- 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, physical, 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.