

POSITION: Senior Planner
LOCATION: Wendell NC
FULL SALARY RANGE: \$52,628 - \$78,942 (compensation DOQ)
EFFECTIVE DATE: June 6, 2019

Job Summary

An employee in this class performs difficult planning and site plan review work, serves as the lead planner coordinating the Town's Technical Review Committee, and provides guidance to other departmental personnel. Work involves conducting plan review, developing and interpreting codes and ordinances; assisting developers and the general public; conducting studies for zoning, annexation or other planning issues; providing staff assistance to advisory boards, and overseeing the UDO. This position provides technical guidance to boards and has considerable public contact, often in sensitive or emotional issues requiring judgment, firmness, and tact. Work is supervised by the Planning Director and is evaluated through conferences, review of work results obtained, and the overall effectiveness of the planning work performed.

Work in this class is distinguished from that of a Planner and Planner II in that work is more independent, requires greater interagency coordination, has a higher degree of difficulty, involves providing guidance and leadership to other employees, and has a higher education and experience requirement.

Essential Duties and Tasks

- Conducts detailed subdivision and site plan review.
- Leads the Technical Review Committee as project manager.
- Coordinates review issues with other town departments, Raleigh Public Utilities, Wake County and others.
- Develops project budgets, administers bidding processes, and verifies contract expenditures and compliance.
- Oversees the Town's Hazard Mitigation planning.
- Writes and presents formal and technical reports, working papers, and correspondences.
- Provides oversight and guidance to planning staff.
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
- Provides staff support to the Economic Development Committee.
- Submits proposals to the director to be included in the departmental budget.
- Serves in the absence of the planning director.
- Assists the planning director with other duties as necessary or directed.
- Represents the department in regional and other meetings.

Required Knowledge, Skills, and Abilities

Knowledge of:

- principles and practices of community and economic development and public sector planning including urban design, smart growth, and best practices and principles.
- governmental laws, programs, and services pertinent to the community and economic development and planning processes.
- environmental and socio-economic implications of the planning process.
- principles and practices of Geographic Information Systems (GIS).
- applicable information technology presentation software, graphics, spreadsheets, databases, and related technology.
- transportation planning principles and practices.

Skill in:

- collection, analysis, and presentation of technical data and planning recommendations.

Ability to:

- communicate effectively with developers, contractors, property owners, etc.
- direct, supervise, and coordinate several major planning projects concurrently.
- establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.
- enforce codes with firmness and tact.
- prepare and present clear and concise oral and written reports of planning activities to internal and external agencies.
- provide leadership and guidance to other planning department staff.
- review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Perform related duties as required with little supervision

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in urban planning, geography, urban design, public administration, public administration, or related field and considerable professional experience in public sector planning; or an equivalent combination of education and experience. A master's degree in urban planning or a related field is preferred, but not required.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of AICP certification (or ability to obtain within 18 months)

To Apply

Application available at <http://www.townofwendell.com/government/employment-opportunities> or can be picked up at Town Hall. Submit your completed application, cover letter, resume, and salary history to the Town of Wendell, Attn: Human Resources Specialist, 15 E Fourth Street, Wendell, NC 27591. **Applications accepted until position filled. Review to begin on 7/1/19.**