

TOWN OF WENDELL



NORTH CAROLINA

NOTICE

Employment Opportunity

The Town of Wendell (pop. 7261) located 12 miles east of Raleigh has a **Senior Planner** position available. The position serves as the lead for all development review for the Town and provides an excellent opportunity for exposure to a wide variety of planning and community development projects. Development review includes subdivision plans, site plans, construction plans, plats, conditional districts, and other related documents. The Town employs electronic plan review through Bluebeam – training will be provided if needed for the successful candidate. Work requires independent judgement; effective and tactful interaction with the public; excellent oral and written communication skills; and the ability to interpret and enforce Town ordinances in the areas of zoning, planning, and other land use policies. Candidates must be proficient with Microsoft Office products. GIS experience is preferred, but not required. This position requires considerable public contact with contractors, engineers, developers, and the general public, and serves as lead staff for the Wendell Appearance Commission and Technical Review Committee. Attendance at night meetings is expected. Work is supervised by the Planning Director.

Education and Experience: Graduation from a graduate program or four-year college or university with a major in planning, public administration, geography, landscaping, or related field with several years of professional planning experience, or an equivalent combination of education and experience. AICP certification is preferred.

Application: available at <http://www.townofwendell.com/government/employment-opportunities> or can be picked up at Town Hall. Submit 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 is filled. Application review to begin on 7/1/19.**