

POSITION: Senior Planner
LOCATION: Wendell NC
SALARY: \$52,628 (beginning of range; compensation DOQ)
EFFECTIVE DATE: April 1, 2019

DUTIES: Performs difficult, professional planning work for the Town to ensure orderly growth and efficient administration of Town resources.

Distinguishing Features of the Class

An employee in this class performs difficult planning and site plan review work. Work requires the employee to serve as the lead planner coordinating the Town's development review, as well as provide guidance to other departmental personnel. Work involves conducting plan review, interpreting codes and ordinances to developers; assisting citizens and developers with various issues; conducting studies for zoning, annexation or other issues; providing staff assistance to advisory boards and overseeing the UDO. This position provides technical guidance to boards and 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. While this position does not have direct supervisory responsibility over other positions, it is expected to provide guidance and serve as a lead worker to other departmental personnel. Work in this class is distinguished from that of a planner and planner 2 in that work is more independent, requires a greater amount of 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

- Lead's the Town's subdivision and site plan review.
- Oversees the Town's Hazard Mitigation Planning.
- Provides oversight for the Unified Development Ordinance as needed.
- Leads the Technical Review Committee as project manager.
- Develops project budgets, administers bidding processes, and verifies contract expenditures and compliance.
- Coordinates review issues with other town departments, Raleigh Public Utilities, Wake County and others.
- Provides oversight and guidance to the planning staff on planning and administrative issues.
- Ensures reports are prepared for the Planning Board and Board of Commissioners; makes presentations before boards; conducts research, writes reports and develops presentations.
- Provides staff support to the Economic Development Committee.
- Develops town ordinances for new issues or due to changing legislation.
- Submits amendments and proposals to the director to be included in the departmental budget.

- Serves in the absence of the planning director.
- Assists the planning director with various items.
- Represents the department in regional and other meetings.
- Performs related duties as required with little supervision.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the Town's zoning, land use, and other ordinances and codes.
- Thorough knowledge of the principles and practices of community and economic development and public sector planning including urban design, smart growth, and best practices and principles.
- Thorough knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.
- Thorough knowledge of the environmental and socio-economic implications of the planning process.
- Some knowledge of the principles and practices of Geographic Information Systems (GIS).
- Skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Thorough knowledge of applicable information technology presentation software, computer aided design, graphics, spreadsheets, databases, and related technology.
- Knowledge of transportation planning principles and practices.
- Ability to communicate effectively with developers, contractors, property owners, etc.
- Ability to conduct electronic site plan review on a timely schedule.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.
- Ability to enforce codes with firmness and tact.
- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.
- Ability to provide leadership and guidance to other planning department staff.
- Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, town officials, and the community regarding development.

Physical Requirements

- Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, typing, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry,

push, pull, or otherwise move objects.

- Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in urban design, landscape architecture, geography, public administration, urban planning 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 12 months for new hire)

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 is filled. Application review to begin on 5/1/19.**