



Planner

DEPARTMENT: Community Development **REPORTS TO:** Community Development Director

SNAPSHOT. Performs difficult professional tasks related to planning and economic development, as well as technical, administrative, and fieldwork to ensure compliance with federal, state and local regulations. In addition, performs a variety of administrative and paraprofessional tasks in the Community Development Department.

DISTINGUISHING FEATURES OF THE CLASS. An employee in this class performs difficult journey level planning to provide coordinated guidance and regulation of the city's growth and development. Work involves both current and long-range planning, legal, technical and historic research. Other duties include land use planning, drafting ordinances, enforcing zoning codes, site plan review, assisting citizens and developers with various issues, and providing staff assistance to the Board of Commissioners and advisory boards. Must also possess a general knowledge of public sector planning/zoning regulations and procedures associated with development codes and ordinances in the performance of professional-level planning duties of limited complexity. The employee manages code issues from discovery to compliance and must possess excellent communication skills and knowledge of compliance tools provided in local, state, and federal regulations. Work involves considerable research, public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. The role also includes developing a favorable relationship between the city and the community. Work is supervised by the Community Development Director and is evaluated through conferences, review of work habits, and results obtained.

DUTIES & RESPONSIBILITIES.

Essential Duties and Tasks

- Assists the Community Development Director as needed with various current and long-range planning activities; provides information to the public regarding departmental policies and city development regulations and processes.
- Conducts a variety of land use studies; researches and prepares reports on land use issues; recommends and drafts ordinances for legal review and board consideration.
- Participates in reviewing plans for compliance with the Creedmoor Development Ordinance (CDO); researches and prepares recommendations relating to proposed development; reviews site and subdivision plans for compliance with City Code of Ordinances and CDO.
- Assists the public, developers, engineers, contractors, and others with information, processes, technical guidance and other customer service needs as required.
- Attends relevant local, state, federal and associational meetings to monitor and report on developments related to water quality rules, regulations and permit requirements affecting the city.
- When needed, serves as staff support to Board of Adjustment, Planning Board, and Board of Commissioners.
- Researches, compiles, and analyzes a variety of demographic issues to prepare reports and to provide background for recommendations and strategies.
- Represents the city by serving on local/regional task forces, boards, commissions, and planning organizations, as assigned.

Additional Job Duties

- Performs other duties as assigned.

Note: This listing is intended only to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RECRUITMENT & SELECTION GUIDELINES.

Knowledge, Skills & Abilities.

- Considerable knowledge of the North Carolina General statutes related to municipal zoning, land use, subdivision and other ordinances and codes.
- Considerable knowledge of principles, practices and laws of community and economic development, and public sector planning.
- Considerable skill in the collection, analysis and presentation of technical data and planning recommendations.
- Considerable skill in conflict resolution, meeting facilitation, and public presentations.
- Thorough knowledge of water quality/water quality issues and watershed management for environment protection.
- Ability to communicate with the general public, property owners, developers, and experienced technical professionals concerning principles and practices regarding stormwater quality management, geology, hydrology, riparian area buffers, sediment and erosion control, construction and maintenance.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, city 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.

Physical Requirements.

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, 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, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading

Education & Experience.

- Graduation from a college or university with a Bachelor's degree in planning, civil engineering, natural resource management or another related field and one to two years of professional experience in public sector planning; or an equivalent combination of education and experience.

Special Requirements.

- Must possess a valid Class C North Carolina Driver's license.
- Must possess or have the ability to obtain a NC Best Management Practice Inspection and Maintenance Certification from NC State University within one year of employment.

ADDITIONAL REQUIREMENTS. Employee may be called upon in case of a disaster, either natural or man-made, to serve the citizens of Creedmoor. Failure to serve when required may result in personnel action being taken. Service during a disaster may also result in the assignment of other duties, which will take precedence over duties described in this job description.

FLSA STATUS. Non-Exempt

Employee Signature

Employee Name (Printed)

Date

Supervisor Signature

Supervisor Name (Printed)

Date