

## **PLANNER**

**Salary Range: Grade 14, Min. \$44,777/ Mid \$55,632/Max \$69,403**

**FLSA Status:** Non-exempt

### **General Statement of Duties**

Performs planning services on behalf of the City of Mebane, including, but not limited to plan, plat, and permit review; long-range and comprehensive planning; and plan implementation within the Planning Department.

### **Distinguishing Features of the Class**

An employee in this class performs current planning duties; ensures that the City meets the statutory criteria for notifying the public so they have the opportunity to participate in public hearings; research and background work for the implementation of the City's adopted plans; provides demographic and socio-economic data to the public; revises plans as-needed to maintain their relevance, and assists the Director in achieving current planning needs and long-range goals and objectives. Work includes processing rezoning, special use permit, and variance application; public meeting facilitation and involves giving information; report preparation; answering planning and zoning inquiries. Work requires the performance of technical support duties such as doing research work, plan updates, and UDO amendments, as assigned. Work on nights and weekends will periodically be required. Work is supervised by the Development Director and is evaluated through conferences, review of assigned projects, and overall completion of assigned tasks.

### **Illustrative Examples of Work**

- Reviews permits, site plans, plats for conformance with the City's UDO and sufficiency with statutory requirements;
- Notifies the public about zoning, special use, and planning matters, as required by North Carolina general statute;
- Maintains long-range plans and promotes the completion of such plans;
- Maintains the City Unified Development Ordinance, including amendment, as needed
- Does research of data and statistics for reports for the department;
- Prepares planning data; interprets maps and data; assists Director in preparation of a variety of planning projects;
- Assists Director with data for planning efforts and provides population and socio-economic interpretation of census, land use and other data on which this plan is based;
- Applies GIS technologies to serve the City's Planning and Zoning needs;
- Is able to converse with other municipal, state, and federal personnel to serve Planning needs;
- Presents oral reports to the various boards and commissions and attends meetings, as required;
- Can assist with the drafting of language to amend the City's adopted plans and Unified Development Ordinance, as needed and assigned; and
- Performs related duties as required.

### **Knowledge, Skills, and Abilities**

- Working knowledge of principles and practices of municipal planning.
- Working knowledge of zoning administration.
- Experience in plat and plan review.
- Working knowledge of the planning process, including public notification.
- Experience with facilitating public involvement.
- Working knowledge of governmental laws, programs, and services pertinent to the planning process, including environmental and floodplain regulations.
- Working knowledge of planning data and ability to perform research functions and draft reports and position papers for higher level review and actions.
- Skill in GIS use and basic map creation for presentation purposes.
- Ability to work effectively with employees and the general public and answer basic land use and zoning questions for the City.
- Ability to communicate effectively in oral and written forms.
- Ability to coordinate special work efforts and projects for the department.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of reaching, standing, walking, fingering, talking, hearing and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data figures, do extensive reading, operate a computer terminal, and do visual inspection of land areas for zoning purposes.

### **Working Conditions**

Majority of work is performed in an office setting. Employee is also required to travel throughout the City to address current conditions with planning solutions, including, but not limited, environmental, transportation, and aesthetic concerns.

### **Educations and Experience**

Graduation from an accredited college or university with a Bachelor's degree in urban planning or other related field; a Master's degree, CZO, CFM, and/or AICP certification are preferred. GIS use is required for the position, though the position will not be responsible for data management. At least 2 - 5 years professional level experience in urban planning with a government entity in North Carolina is preferred; or an equivalent combination of education and experience sufficient to perform the essential duties.

### **Special Requirements**

Valid Driver's License, CZO, CFM, and/or AICP credentials preferred.