



CITY OF BURLINGTON NC
invites applications for the position of:

Principal Planner - Current Planning

SALARY: \$54,454.00 - \$89,856.00 Annually

OPENING DATE: 06/02/20

CLOSING DATE: 06/30/20 05:00 PM

JOB DESCRIPTION:

Performs responsible professional work in the management of a variety of assignments within the Planning and Community Development Department, primarily in the areas of development review/coordination, plats, annexations, and text amendments; does related work as required.

Distinguishing Features of the Class

An employee in this class has broad responsibilities in current planning and development activities. Employee provides policy guidance to current planning, development, zoning, technical review process, etc. Assists in the review of annexations and processes and evaluates land development plans for compliance with development regulations. Explains regulatory problems, procedures and development regulations, including subdivision and other standards, and the development review process to developers, architects, engineers and citizens. Daily work may include resolving conflicts between citizens concerning design issues, presenting City leaders planning needs that address an active versus passive approach to future issues and anticipating problems. Employee exercises decision making regarding the allocation of time and resources to project management, including the Unified Development Ordinance. Position requires the ability to coordinate with and provide support to boards and commissions and the public, and attend meetings as needed. Work performance is evaluated through daily discussions and under the regular supervision of the Planning Manager. This classification is considered non-exempt in compliance with the Fair Labor Standards Act (FLSA).

EXAMPLES OF DUTIES:

Essential Tasks and Responsibilities

- Coordinating development review process including communications/guidance for the development community and organizing and properly maintaining development files/information
- Leading role for the Technical Review Committee to ensure all development processes are properly conducted
- Providing assistance to current planning efforts through site plan review and discussions with citizens concerning development issues
- Coordinating citizen commission meetings concerning a variety of projects
- Revising City policies and preparing reports regarding planning
- Prepares occasional grant applications, and administers occasional grant projects
- Performing data capture, plan preparation, public meetings and revisions to long range planning and code revisions
- Serving as the knowledge base for the City regarding annexation laws and statutes; processing annexation requests
- Processing subdivision/plat requests
- Answering questions from citizens and staff about planning
- Supervising interns and providing assistance to other planning staff
- Creation of graphics, maps, etc. as needed

Knowledge, Skills, and Abilities

- Comprehensive knowledge of planning theory and practice
- Comprehensive knowledge of state statutes and local ordinances with an emphasis on specialty planning areas

- General knowledge of computer applications in planning, word-processing and spreadsheets, GIS, Google Earth, Adobe
- Ability to lead and manage the development review process for the City
- Ability to function independently and to communicate orally and in writing

QUALIFICATIONS:

Bachelor's degree in Planning, Public Administration or a related field, and at least two to three years of experience in local government planning, or some substantially equivalent combination of education and experience. Master's degree is preferred.

SUPPLEMENTAL INFORMATION:**Physical Requirements and Working Conditions**

Work is normally light work with occasional periods of vigorous activity, including walking over uneven ground, standing, stooping, and crouching. Visual acuity to review written correspondence and other documents, prepare and analyze data and figures, read a computer terminal is required. An employee must possess the ability to hear and talk. The employee is predominantly subject to inside environmental conditions although activities occur inside and outside but the employee is not exposed to adverse environmental conditions.

Special Requirement

- Valid North Carolina Driver's License
- AICP or ability to obtain within two years

Inclement Weather Classification: Nonessential

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.burlingtonnc.gov>

Position #2020-00062
PRINCIPAL PLANNER - CURRENT PLANNING
NS

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