



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

ASSISTANT PLANNING DIRECTOR PLANNING

This Position is Full Time with Benefits

VACANCY NUMBER
20-065

HIRING RANGE
\$62,062 – \$74,471

OPENING DATE
July 1, 2020

CLOSING DATE
OPEN UNTIL FILLED

TO APPLY
Please submit your application online at
www.moorecountync.gov

QUESTIONS?
Please call the Moore County Human Resources Office at (910) 947-6362.

OR
You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES:

This position assumes broad responsibility for the oversight and daily operations of the Planning Department, including the Transportation, Permitting, and Inspections divisions. These responsibilities include current and long range planning division projects and community development project administration; represents the County Planning Department with groups and organizations as delegated and acts for the Director in his/her absence or at his/her direction; oversees the Department of Insurance code updates and implementations; supervises, evaluates, and insures proper training of staff in accordance with County Personnel Policies; recommends input to the Director in the development and revision of ordinances and all policies and procedures; performs related work as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of the advanced principles of urban planning and regional planning
- Through knowledge of the County ordinances and land use plan policies
- General knowledge of the principles and practices using zoning code enforcement activities
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports

EDUCATION AND EXPERIENCE REQUIREMENTS:

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LICENSE AND CERTIFICATION REQUIREMENTS:

- This is a Safety Sensitive position subject to random drug screening.
- Must possess and maintain a valid NC Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, and flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer. In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test, and a post offer physical.

Moore County is an E-Verify Participant



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EDUCATION AND EXPERIENCE REQUIREMENTS

Step One – Minimum Requirements

- Bachelor's degree from an appropriately accredited institution in Planning, Engineering, Political Science, or related area of study AND three (3) years of work-related experience **OR**
- Master's degree from an appropriately accredited institution in Planning, Engineering, Political Science, or related area of study AND one (1) year of work-related experience

AND

- One (1) year supervisory experience
- Two (2) job related certifications

CERTIFICATIONS

- AICP (American Institute of Certified Planners)
- Certified Zoning Official
- Certified Floodplain Manager
- County and Municipal Administration Course UNC-CH School of Government
- Institute of Government Continuing Education Certifications (eg zoning, land of use planning, supervisory and/or community development)

SPECIFIC KNOWLEDGE

- Zoning ordinance functions
- Subdivision regulations
- Site plan review
- Principles and practices of all aspects of planning at the local, regional, and state level
- Basic understanding of GIS
- Community development programs, grant funding opportunities
- NC General Statutes on Planning, NC Department of Insurance General Statutes, and codes (Building, Electrical, Mechanical, & Plumbing)
- Land use planning, long range, and zoning code enforcement functions
- Performance Measurement and Budget planning processes
- Community development programs and grant funding opportunities
- Planning law and current legislation
- Economic development activities
- Public transportation system operations and grant opportunities

SPECIFIC SKILLS

- Demonstrated effective communication skills with other department heads, manager, and elected officials
- Read, interpret, and provide analysis for development plans and proposals
- Prepare staff reports for land use applications
- Lead long range planning projects that span multiple jurisdictions and have multi-year timeframes
- Develop and implement performance measures based upon department goals and objectives each fiscal year and budget planning processes
- Lead teams organized to make recommendations for process improvement
- Facilitate meetings and provide training for volunteer members of Planning Boards or other appointed Boards
- Present findings based upon local ordinances in front of Board of Commissioners and Planning Board
- Make recommendations based upon comprehensive analysis of problem or proposal
- Bring diverse groups together to discuss problems, seek solutions, facilitation
- Grant writing and administration
- Project Management across department lines
- Supervision and leadership in a variety of divisions including inspections
- Transportation, water, sewer infrastructure, and basic understanding of GIS (Geographical Information Systems)