



**CARTERET COUNTY GOVERNMENT**  
invites applications for the position of:

**Planner**

**SALARY:** \$18.98 - \$29.41 Hourly  
\$39,472.72 - \$61,182.72 Annually

**OPENING DATE:** 07/08/20

**CLOSING DATE:** 07/19/20 11:59 PM

**GENERAL DESCRIPTION:**

**\*Hiring range is \$39,472.72 to \$43,419.99.**

Responsible for performing paraprofessional level planning duties to include but not limited to; studying, researching, enforcing residential and commercial land use, zoning, and other ordinances as well as policies. Work includes assisting customers with land use and zoning regulation interpretations, conducting initial site and plan reviews; analyzing data and drafting reports; researching records and enforcing planning ordinances and policies and utilization of the County's GIS platform for Planning and Development projects. Work requires considerable public contact with developers, surveyors, and the general public. Knowledge of the planning field, judgment and initiative, and tact and courtesy are required in the performance of duties. This position reports to the Planning Director.

**DUTIES AND RESPONSIBILITIES:**

- Performs site plan reviews to assure that regulations are met; approves permits.
- Reviews subdivision plats and maps; uses computer to research property information and gather data; contacts surveyors and owners and informs of corrections and additions.
- Issues zoning permits for County and responsible for zoning enforcement.
- May conduct planning studies and updates plans, ordinances, and policies.
- Also conducts research to aid Director in preparing ordinance amendments.
- Provides technical assistance to the general public, property owners, builders, developers, and contractors by telephone and in person; explains and advises public on regulations of zoning, subdivision, mobile home park ordinances and flood ordinances; fields' telephone calls and deals with the public in person to answer questions on planning and zoning ordinances and permits.
- Assists in preparing maps, reports and packets for Planning board and Board of Adjustment; makes presentations as appropriate.
- Participates in public meetings, hearings, and various presentations; explains recommendations and planning work as required.
- Assists with updates to rezoning information in GIS system.
- Represent the Department and/or County on various related committees. Performs related duties, as requested by the Planning Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and understanding of the principles, practices and techniques of community planning as they pertain to the design and development of urban and regional areas.
- Knowledge of ESRI ArcMap/GIS programs and operations.
- Skill in the use of MS Office, MS Excel, and others to prepare reports, develop presentations, and store data.
- Knowledge of the technical ordinances, codes, and regulations pertaining to land use planning and development.
- Knowledge of basic governmental and administrative frameworks involved in effective planning.
- Strong mathematical and analytical skills.
- Ability to communicate effectively in oral and written forms and make presentations.

- Ability to analyze and read detailed maps, plans and orthophotos as well as research planning issues and recommend solutions.
- Establish and maintain effective working relationships with government officials, engineers, architects, developers, realtors and the public, as well as other departments and employees.

### **EDUCATION AND EXPERIENCE:**

Graduation from a four-year college with a degree in planning, geography or related field and three (3) years of progressive experience in rural and/or urban planning, zoning or development. Certified Zoning Official and AICP Certified Planner preferred.

- Possession of a valid North Carolina driver's license.
- Must obtain Certified Floodplain Manager designation within one year.
- Must obtain Notary Public commission within one year.

---

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

Position #00714  
PLANNER  
TB

302 Courthouse Square, Suite 215  
Beaufort, NC 28516  
252-728-8405

[hr@carteretcounty.gov](mailto:hr@carteretcounty.gov)

---

### **Planner Supplemental Questionnaire**

- \* 1. If offered the position of Planner, will you accept a salary in the range of \$39,472.72 and \$43,419.99?

Yes  No

- \* 2. Are you a Certified Zoning Official and/or an AICP Certified Planner?

Yes  No

- \* Required Question