



Planning Tech/Enforcement Officer Opportunity

Summerfield (pop. ~12K) is seeking a Planning Tech/Enforcement Officer for its beautiful community in northwest Guilford County and the Piedmont region of North Carolina. The town operates as a limited-services government and has excellent schools, parks, a developing trails system, and very low taxes.

The Planning Tech/Enforcement Officer will report to the Planning Manager. The position offers planning profession experience with a focus on administrative tasks, customer service, and code enforcement. Department work involves engagement with citizens, developers, local officials, and state and regional agencies. The ideal applicant is motivated, organized, and thinks linearly using sound judgement.

DUTIES: Summerfield's Planning Tech/Enforcement Officer will:

- Provide technical assistance to staff and the public in the administration of projects, policies, and program areas or ordinances;
- Provide information to the public regarding regulations and violations;
- Process development clearance certificates, sign permits, and home occupation permits to assure compliance with ordinance requirements, such as use, size, placement, elevations, lighting, etc.;
- Receive zoning, variance, and Special Use Permit applications, site plans, and subdivisions for review;
- Perform routine office tasks, such as project tracking, file management, copying, and mailings;
- Maintain tracking systems and hard copy files and records;
- Research, organize, and compile information for a variety of planning issues from multiple sources;
- Prepare or assist with public notices and zoning verification letters;
- Prepare and maintain maps, databases, charts, and tables of limited complexity;
- Investigate complaints and code and ordinance violations, including zoning, nuisance, and nuisance vehicles, which often involves field inspections;
- Take corrective actions, such as civil citations, removal of nuisance vehicles, or abatements;
- Thoroughly document violation findings and monitor and maintain detailed case files of corrections, progress, and resolution; and,
- Assist with phone coverage and walk-ins, as needed, and assist other departments, as needed.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of planning principles and practices and research and data collection. Strong organizational and computer skills (ESRI ArcMap GIS experience is desirable). Ability to effectively communicate orally and in writing. Customer service skills and the ability to work both independently and within a team. Research and problem-solving skills to gather relevant information to solve practical problems. Plan review and application of ordinances and codes to determine compliance. Ability to work on several projects or issues simultaneously and keep deadlines.

EDUCATION, EXPERIENCE, and REQUIREMENTS: Minimum associates degree with 1–3 years of administrative experience, preferably in planning, construction, engineering, architecture, or landscape architecture. Equivalent combination of education, training, and experience might be considered. Bachelor's degree is preferred. Driver's license that's valid in North Carolina. Ability to work occasional evenings and other times as needed.

A competitive benefits package is offered with a \$42,400–\$45,400 salary range, depending on experience. The town is an Equal Opportunity Employer and the position is open until filled. Please mail (e-mail submissions will not be considered) a cover letter, resume, and salary history to:

Town of Summerfield, Attn: Town Manager
POB 970, Summerfield, NC 27358

(ad posted 3-20-20)

SUMMERFIELD