



N·FOCUS, INC. is a leading local government services company. This position will be supervised by a CERTIFIED PLANNER with over 30 years experience in LOCAL GOVERNMENT SERVICE.

Job Title:	TOWN PLANNER	Job Category:	PLANNING
Location:	NORTH CAROLINA	Classification:	FULL or PART TIME
HR Contact:	Patti Rader – 704.933.0772	Date Posted:	September 28, 2020
Internal posting URL:	http://www.NFocusPlanning.org		

Please submit résumé and cover letter via E-mail to:
PRader@NFocusPlanning.org
Subject Line: Town Planner Position

THE TOWN PLANNER WILL:

- Conduct comprehensive field studies of land use and development patterns throughout Local Government jurisdiction;
- Conduct comprehensive review of adopted policies applicable to land use and development throughout Local Government jurisdiction;
- Conduct comprehensive review of Local Government programs and policies to serve existing and future development within Local Government jurisdiction;
- Prepare plans and policy documents to achieve stated goals of Local Government through information gathering techniques to be determined and agreed upon with Local Government;
- Preparation of governing and/or advisory board/council/commission reporting materials;
- Presentations of governing and/or advisory board/council/commission reporting materials;
- Conduct review of applications for land development permits and approvals in accordance with applicable policies and ordinances; and
- Coordinate with Local Government staff for the proper filing of records within the official record of Local Government.

SKILLS/QUALIFICATIONS:

- 15 or more years of experience in NC public sector planning department.
- AICP Certification attained - *or* - to be attained within 1-year (Company provides continuing education & AICP plus APA-NC dues).
- Ability to organize, track, & coordinate project files is critical to success in this position.
- Ability to produce memoranda, communicate with and educate citizens, represent a unit of local government during proceedings, and coordinate planning action with applicants.
- Ability to lift and carry twenty-five pounds.
- Valid NC Driver's License and acceptable driving record required.

BENEFITS/SALARY:

- Employee health, life & disability insurance benefits, NC state holiday schedule, paid vacation & personal time, Professional dues paid, and continuing education provided.
- Salary is commensurate with experience.
- Equal opportunity employer.