

CITY OF LOWELL (POP. APPROXIMATELY APPROX. 3,700). A GROWING CITY NEAR CHARLOTTE, NC SEEKS AN EXPERIENCED DEVELOPMENT SERVICES ADMINISTRATOR TO COORDINATE ITS OVERALL LAND USE AND DEVELOPMENT PROGRAMS FOR BOTH CURRENT AND LONG-RANGE PLANNING ACTIVITIES. DUTIES INCLUDE REVIEW OF SMALL AREA PLANS, SITE PLANS, SUBDIVISIONS, SIGN PERMITS, REZONING REQUESTS; PREPARING AND PRESENTING REPORTS TO THE CITY COUNCIL, PLANNING AND ZONING BOARD, BOARD OF ADJUSTMENT AND OTHER COMMUNITY GROUPS; ASSISTING IN ORDINANCE AND POLICY CREATION AND AMENDMENTS; ISSUING COMMERCIAL AND RESIDENTIAL PERMITS; POSITION ALSO FUNCTIONS AS THE CODE ENFORCEMENT OFFICER AND STORMWATER ADMINISTRATOR. REPORTS DIRECTLY TO THE CITY MANAGER AS AN INTEGRAL PART OF THE CITY'S LEADERSHIP TEAM. GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH 5 YEARS COMMUNITY PLANNING OR COMPARABLE WORK AND POSSESSION OF AICP CERTIFICATION IS REQUIRED. STRONG WRITING AND PRESENTATION SKILLS REQUIRED WITH WORKING KNOWLEDGE OF MS WORD, EXCEL AND GIS SOFTWARE REQUIRED. SALARY DOE PLUS BENEFITS. SUBMIT RESUME, COVER LETTER AND COMPLETED CITY EMPLOYMENT APPLICATION TO BEVERLY HARRIS, CITY CLERK AT BHARRIS@LOWELLNC.COM. APPLICATION CAN BE FOUND ON THE CITY WEBSITE. POSITION WILL BE OPEN UNTIL FILLED. FIRST REVIEW OF APPLICATIONS WILL BEGIN ON NOVEMBER 19, 2020. THE CITY OF LOWELL IS AN EOE.