

DIRECTOR OF PLANNING-Sunset Beach, permanent population 4,481 (15,000+ seasonal).

The Town of Sunset Beach, North Carolina seeks a full-time qualified professional to fill the position of Director of Planning.

Responsibilities: Perform complex work in the direction of all planning functions including, but not limited to, planning, zoning and subdivision regulations. Requires the ability to interpret and analyze technical data and prepare oral and written reports. Requires a thorough knowledge of state statutes, procedures, and requirements relating to municipal government and CAMA Regulations. Serves as technical advisor to the Town Administrator, Town Council, Planning Board and Board of Adjustment. Performs code related enforcement as required. Performs management level project development and implementation, budget development and management, staff development and supervision. Performs data collection, grant applications, analysis, and policy formulation. Performs related duties as assigned. Requires excellent communication and organizational skills.

Education and Experience: Bachelor's degree in Planning, Geography, and Urban Studies required. A Master's degree in Geography, Planning or related field is preferred. 1) Five years of increasingly responsible experience in administering planning and zoning regulations for a municipal government. Experience should be progressively responsible including project management and supervisory experience, 2) Previous municipal management and coastal experience preferred, 3) AICP membership preferred or ability to obtain within one-year of employment, 4) Certified Zoning Official and Certified Floodplain Manager preferred. Candidates with experience in economic development and commercial development recruitment are strongly encouraged to apply. Salary range: \$63,867 - \$95,800. Salary based on experience and qualifications. Excellent benefits package.

Send employment application, confidential resume, letter of interest, sample staff report, salary history, and 3-5 professional references in one word or PDF document to: **Lisa Anglin, Assistant Town Administrator at langlin@sunsetbeachnc.gov**. Website: www.sunsetbeachnc.gov. Submit your applicant materials by Noon, October 23, 2020. EOE