

**CITY OF HICKORY**  
**invites applications for the position of:**

# **Planner**

An Equal Opportunity Employer

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**SALARY:** \$22.24 Hourly  
\$43,367.53 Annually

**OPENING DATE:** 10/16/20

**CLOSING DATE:** 10/30/20 11:59 PM

**DESCRIPTION:**

For doers and makers seeking a well-rounded community, Hickory is a bridge between Asheville and Charlotte at the foot of the Blue Ridge Mountains along Interstate 40, where a collective spirit of craftsmanship strengthens any endeavor with detail, artistry and quality.

Hickory, North Carolina, is a three-time All-America City on the Catawba River approximately one hour east of Asheville and one hour north of Charlotte. More than 40,000 residents call Hickory their home and Hickory is the hub of a 350,000 metropolitan area. Hickory has outstanding school systems, seven recreation facilities, two libraries, several golf courses, theaters, art museums, and eighteen gorgeous parks. Beautiful Lake Hickory is over 4,000 acres and has many public access areas. Please check out Hickory at [www.hickorync.gov/employment](http://www.hickorync.gov/employment) or [www.hickorywellcrafted.com](http://www.hickorywellcrafted.com) for a web portal all about Hickory and the surrounding areas and what makes Hickory a "Well Crafted" City.

Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, genetics, or the presence of a non-job related medical condition or disability. U.S. Law requires all applicants to furnish proof of identity and right to work in the U.S.

This position is responsible for assisting with the administration of planning and development activities for the City.

Position requires a M.A. or B.A. in Planning, Landscape Architecture, Geography, or a related field and 1-3 years of professional experience. AICP and CZO certification preferred.

**MAJOR DUTIES:**

Provides customer service; provides information regarding regulatory matters.

Meets with developers and property owners to provide guidance and advice regarding standards and procedures; reviews and approves commercial and residential building site plans for compliance with zoning ordinances; reviews zoning compliance applications for existing buildings that change occupant or use; reviews signage permits.

Conducts staff reports and preparation of analysis and recommendations regarding rezoning, special uses and other development related petitions and requests.

Provides staff support to various City appointed advisory committees, boards and neighborhood associations.

Presents analyses and recommendations to the Hickory Regional Planning Commission, Hickory Board of Adjustment, Hickory City Council and other relevant bodies.

Provides collaborative review input regarding property subdivision, planned developments, and site plans.

Serves as professional staff to the City's Historic Preservation Commission.

Reviews and makes determinations concerning applications for zoning compliance permits.

Identifies and secures appropriate grant funding.

Performs other related duties as assigned.

### **KNOWLEDGE AND QUALIFICATIONS:**

Knowledge of the principles and practices of planning, zoning, land use and development.

Ability to learn and become familiar with the City's ordinances and land use regulations.

Knowledge of relevant state laws and regulations.

Skill in performing planning functions.

Skill in preparing and presenting public presentations.

Skill in the use of a personal computer and word processing, presentation software, geographic information system, and database software packages.

Skill in organization and prioritizing work.

Skill in collecting and analyzing data.

Skill in reading and interpreting development plans.

Skill in the use of office equipment such as copier, scanner, and telephone.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Knowledge and level of competency commonly associated with the completion of a degree (M.A. or B.A.) in Planning, Landscape Architecture, Geography or a related field.

Sufficient experience to understand the basic principles relevant to the major duties of the position: having had a similar position for one to three years.

Possession of or ability to readily obtain a valid driver's license, issued by the State of North Carolina.

## **SUPPLEMENTAL INFORMATION:**

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office and occasionally outdoors in cold or inclement weather.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hickorync.gov/employment>

Job #200-00784  
PLANNER  
TT

OUR OFFICE IS LOCATED AT:  
76 North Center Street  
Hickory, NC 28603  
828-323-7421  
[bbrown@hickorync.gov](mailto:bbrown@hickorync.gov)

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## **Planner Supplemental Questionnaire**

- \* 1. Do you possess a M.A. or B.A. degree?  
☐ Yes   ☐ No
  
- \* 2. What is your degree major? If you do not possess a degree, indicate N/A.
  
- \* 3. Describe how your education and previous experience relates to this advertised job.
  
- \* 4. Please indicate your level of experience in current planning working for a municipal government (city or county):
  - ☐ No experience.
  - ☐ 1 - 2 years
  - ☐ 2 - 3 years
  - ☐ 3 - 4 years
  - ☐ 4 or more years
  
- \* Required Question