



CAREER OPPORTUNITY

Job Title: Planning Specialist
Reports To: Senior Planner
Location/Hours: Albemarle, NC
Hiring Range: \$42,000 - \$47,000 (depending on experience)
Closing Date: Open until filled. Application review begins October 23rd.

Position Overview

Performs journey-level current and long range planning activities for the Planning and Development Services Department.

General Responsibilities

- Answers a variety of questions from developers, architects and the general public in obtaining information and coordinating planning matters.
- Researches, writes, recommends and administers ordinances related to current and long range planning and development issues such as zoning, subdivision regulations, appearance, floodplain, signage, minimum housing, historic district, and other growth and development issues.
- Reviews projects for compliance with ordinances; reviews site and subdivision plats and resolves any problems/deficiencies found during the review process.
- Conducts in depth original research on assigned planning, development and land use issues; briefs Director and elected officials regarding research through periodic written and/or oral presentations as needed.
- Confers with property owners, developers, realtors and consultants regarding development proposals in person, by telephone or e-mail; visits development sites as needed.
- Prepares detailed site and area analysis reports and staff reports for rezoning petitions; drafts recommendations.
- Enforces City code related to nuisances, zoning and other related ordinances.
- Makes presentations to Planning Board, Zoning Board of Adjustment, and other committees on rezoning petitions, conditional use permits, map amendments, text amendments and special projects.
- Administers the Historic Preservation Commission and enforces related City ordinances.
- Uses a variety of computer programs including GIS to generate reports and data and to prepare presentations, charts, maps, graphs, and other illustrative materials for presentation to elected officials, appointed boards, and citizens.

Qualifications

Desirable Education and Experience

Graduation from an accredited college or university with a degree in planning, geography, public administration, community development or related field, and considerable professional experience in public sector planning; or an equivalent combination of education and experience.

Special Requirements

- Possession of an appropriate driver's license valid in the State of North Carolina.
- Prefer certification by the American Institute of Certified Planners (ACIP),

ABOUT THE CITY OF ALBEMARLE

The City of Albemarle is home to approximately 16,000 residents and provides a full range of municipal services to a growing community. Albemarle has a very strong and stable history in the Council-Manager form of government. The successful candidate must have effective interpersonal skills and desire to serve our community with humility and respect, honesty, integrity, and teamwork.

The City of Albemarle is an Equal Opportunity Employer. The City selects applicants for employment based on job-related knowledge, skills, and abilities without regard to race, color, gender, national origin, religion, age, disability, political affiliation or political influence.

BENEFITS

The City of Albemarle is dedicated to providing benefits that meet the needs of our employees and their families, while being competitive and cost effective. We offer the following:

- Medical insurance for individual employees provided at 100%; competitive rates for dependent coverage
- Paid vacation and sick leave
- Paid holidays (12 per year)
- Dental/vision insurance

- Membership in the North Carolina Local Government Employees' Retirement System
- Flexible Spending Account (FSA) for medical and childcare expenses
- Paid Life Insurance

HOW TO APPLY

Please be sure to complete an application through the link below. Please follow the instructions on how to apply that are listed on the website. Resumes may be included with your application, but will not be accepted in lieu of a fully completed application.

<https://www.albemarlenc.gov/departments/human-resources/employment-opportunities>