



**Date: October 29, 2020**

**Position: Planner 1**

**Department: Development Services**

**Salary: \$40,000.00 w/5% increase after successful 6mth. Probation, exempt position**

**Hours: 8:00am-4:30pm**

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### **GENERAL DESCRIPTION OF CLASS**

This is an entry level position which would allow for skill-building in the disciplines of long and short-range planning, project management, zoning and land use, and administration.

### **ESSENTIAL TASKS**

**The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.**

General knowledge of best practices and procedures for code compliance in North Carolina;

Ability to perform and organize work independently; ability to effectively and tactfully communicate verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds.

Ability to maintain and advance in their certifications and participate in the leadership of the Development Services Department.

Ability to learn land use planning principles and policies of the town and maintain effective working relationships with associates and the general public.

Ability to maintain complex and detailed files and records; read and understand plats, plans and maps; and to review applications and data for accuracy, completeness and conformance to standards and procedures.

Develops planning studies and reports in support of new and updated plans, programs and regulations

Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, and tax base data

Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals

Assists with special projects and programs or other tasks as assigned

## **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

### **DATA INVOLVEMENT:**

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information

### **PEOPLE INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchange information of a general nature.

### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

## **COGNITIVE REQUIREMENTS**

### **REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems

### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages

### **LANGUAGE REQUIREMENTS:**

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

## **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

A minimum of a BA or BS, with study in Planning, Geography and/or Geographic Information Systems, public policy, environmental science, architecture or design, or those with an MPA or MPP degree, preferred.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license

### **EXPERIENCE REQUIREMENTS:**

Local Government experience preferred; The expectation over the course of a 1-5 year period is that the employee shall pursue training and education in one or more of the following categories:

1. Planning Practice in North Carolina (UNCSOG),
2. Subdivision Administration (UNCSOG)
3. Certified Zoning Officials Class (UNCSOG)
4. Group Facilitation (UNCSOG)
5. Floodplain Management (CFM)
6. Low Impact Development and Stormwater Management (NCState)
7. Geographic Information Systems (WCU, NCState, UNCA, ESRI)
8. Historic Preservation (UNCSOG)

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, and visual inspection. This position is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

### **ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

## **JUDGMENTS AND DECISIONS**

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Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

## **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application & resume to:**

**Town of Waynesville,**

**Brittany Angel, HR Specialist**

**Human Resources Department**

**16 S. Main Street**

**Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until December 7, 2020**