



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

<b>Position:</b>	<b>Planner I</b> <i>Permanent, Full-Time, Non-Exempt</i>								
<b>Department:</b>	Planning								
<b>Description of Duties &amp; Responsibilities:</b>	Responsible for performing professional planning, research, analytical, and technical duties in the County Planning Department to ensure orderly growth of the County and efficient administration of County resources. Position reviews, approves, and/or certifies development and permit applications, plan, plats, projects, programs, to ensure compliance with County land use regulations; compiles maintains, and analyzes data and information pertaining to population growth, land use, economic development, and related areas; and/or certifies plans, plats, projects, and programs to ensure compliance with local and state regulations, ordinances, and policies. Position requires both day and evening hours.								
<b>Education &amp; Experience Requirements:</b>	Minimum: Bachelor degree in planning, geography, or related field and at least one year experience in planning; or an equivalent combination of education and experience.  Candidate is required to possess a valid North Carolina Driver License.								
<b>Starting Salary &amp; Benefits Information:</b>	Hiring Salary Range: \$39,310.99 - \$48,878.26 (dependent upon direct and/or indirect experience)  Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a>								
<b>Application Requirements:</b>	Submit a completed Application for Employment to:  <table><tr><td>Jackson County</td><td>NC Works Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> The Application for Employment is available online at: <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.	Jackson County	NC Works Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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<b>Closing Date:</b>	<b>January 8, 2021</b>								

### Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal E-Verify program*