**Economic Development Planner**

**City of Whiteville**

* Salary Range: $42,343 - $62,559
* Full-Time Position
* Non-Exempt Position

The City of Whiteville is seeking to fill the position of Economic Development Planner. This position is responsible for working closely with the Economic Development Committee and other City staff in promoting the business and economic development interests within the Whiteville Downtown Development Commission. This position will include assisting in the planning and coordination of community development projects, assisting businesses and residential applicants with local and State permitting process, and providing research for Whiteville Downtown sponsored projects. This will include both public and private buildings and land areas and this position is a direct report to the Planning Director. This person must possess a valid NC or SC driver’s license, considerable knowledge of the principles and practices of planning processes as they pertain to the design and development of City Downtown activities, planning research, zoning, and sub-division activities, and of the socio-economic implications of the planning process. Must have considerable knowledge of City, state, and federal laws, programs and services pertinent to the community and economic development and planning processes, working knowledge of management techniques as applied to municipal government, considerable skill in the collection, analysis, and presentation of technical data and planning recommendations. Working knowledge of NC Opening Meetings Laws. This person must have a working knowledge of the basic principles of economic development and the ability to expand this knowledge through attendant of various conferences or the UNC School of Government, and ability to direct the preparation of comprehensive reports and studies, and to prepare charges and maps and to interpret statistical data. A bachelor’s degree is desired with three (3) years of experience or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. If you are a proactive person and want to be part of a professional team and growing organization, this could be the right place for you!

Please complete the City of Whiteville’s online application at <https://www.cognitoforms.com/CityOfWhiteville1/CITYOFWHITEVILLEEMPLOYMENTAPPLICATION>. If you need more information, please call (910) 642-8046, ext. 1009, send an email to Human Resources Director at [rrivenbark@ci.whiteville.nc.us](mailto:rrivenbark@ci.whiteville.nc.us), or visit our website at <https://whitevillenc.gov/jobs>.

The deadline for submitting applications for this position is **4:00 p.m. on Friday, February 5, 2021**.

The City is an Equal Employment Opportunity employer.