

CITY OF HICKORY
invites applications for the position of:

Senior Planner

An Equal Opportunity Employer

SALARY: \$43,367.53 - \$54,209.39 Annually

OPENING DATE: 01/04/21

CLOSING DATE: 01/15/21 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 or www.hickorywellcrafted.com for a web portal all about Hickory and the surrounding areas and what makes Hickory a "Well Crafted" City.

In 2012, Hickory recognized the need to develop a plan to economically revitalize the City. This culminated in a \$40 million dollar bond referendum, which was overwhelmingly approved by our citizens. The approved bonds were intended to cover a Citywalk, Riverwalk, Bookwalk, and streetscape improvements, which are collectively known as the Hickory Trail. The bonds also cover the construction of a class A business park, which is currently under development know with commitments from three large multi-national corporations.

The development of these projects are intended to be a catalyst for substantial economic growth, which the City is beginning to see. New apartments and mixed use projects are under construction in downtown, and other areas of town. The candidate that fills this position will have the opportunity to collaborate with citizens, fellow staff members, and consultants to make our community grow and thrive.

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 closely related field and 3 to 5 years of professional experience. AICP and CZO certification preferred, or the ability to attain.

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.

Work on special projects including planning studies, neighborhood planning, comprehensive planning, and on-going bond projects.

Performs other related duties as assigned.

KNOWLEDGE AND QUALIFICATIONS:

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

Knowledge of the principles and practices of long-range planning, area planning, and neighborhood planning.

Knowledge of and ability to use GIS.

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 closely 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 attain AICP certification, and other relevant certifications.

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.

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

Job #200-00787
SENIOR PLANNER
BB

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

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Senior Planner Supplemental Questionnaire

* 1. Do you have a minimum of a high school diploma or a high school equivalency certificate (such as GED, Task, HiSet etc.)?

Yes No

* 2. Are you at least 18 years old?

Yes No

- * 3. Do you have a valid North Carolina Driver's License or the ability to obtain a valid NC license within 30 days of beginning work?
 - Yes
 - No
 - No, I have driver's license from another state.
- * 4. Do you possess a M.A. or B.A. degree?
 - Yes No
- * 5. What is your degree major?
- * 6. Describe your education and previous experience as it relates to this advertised position.
- * 7. 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
- * 8. What is your ability to read and interpret site plans, and subdivision maps?
- * 9. Describe your experience preparing comprehensive, area, and neighborhood plans.
- * 10. How comfortable are you with using G.I.S?
- * 11. What is your experience with Historic Preservation?
- * 12. Describe your experience with public speaking and presenting.
- * 13. Describe your community engagement skills.
- * 14. Do you have any relatives currently employed by the City of Hickory? Two members of a family (relatives as defined below) shall not be employed if such employment will result in an employee directly or indirectly supervising a member of his/her family, or if one member occupies a position which has influence over the other's employment, promotion, salary administration or other management or personnel consideration. "Relative" is defined as spouse, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandchild, grandparent, (including corresponding half, step, in-law, and adopted relationships), or any member of the employee's household. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence), and, a daughter or son of an employee's domestic partner.]
 - Yes No

* Required Question