

# PLANNER – ENTITLEMENT SERVICES #2101-211400-01

**Date Opened** Thursday, January 07, 2021 3:25 PM

**Close Date** Thursday, January 28, 2021 11:59 PM

**Section** Planning Design & Development

**Salary** \$60,806 - \$75,750

**Employment Type** Full Time

## OVERVIEW

The City of Charlotte is the largest municipality in North Carolina and the 17th largest city in the United States, with a total population of more than 872,498 citizens. A major commerce center, Charlotte hosts several of the nation's largest banks and technology companies.

Also known as the Queen City, Charlotte is home to the Carolina Panthers, the Charlotte Hornets and the NASCAR Hall of Fame. We work hard to ensure that the community will be a winning city for everyone – a truly remarkable place to live, work, learn and play. Join us in helping to keep our City thriving, ensuring upward mobility and advancement in the workplace.

## FUNCTION

Professional

## SUMMARY

The department's vision is to collaborate with community partners; guide growth with innovative and creative solutions; sustain our natural environment and community character; and design vibrant and inclusive places. The Department includes over 100 members organized into divisions covering Entitlements, Land Development, CRTPO, Long Range & Strategic Planning and Urban Design.

This position will have a range of responsibilities in conjunction with the completion, adoption and implementation of the City's first Unified Development Ordinance (UDO). These responsibilities may include some or all of the following: technical writing, research and analysis of regulations, review and analysis of proposed regulations, initiatives to support implementation of adopted regulations, meeting facilitation, making presentations, website management, and geographic information services support.

## MAJOR DUTIES AND RESPONSIBILITIES

- Participating in multi-disciplinary teams developing regulatory approaches and recommendations;
- Planning research and analysis, with an emphasis on regulatory approaches;
- Reviewing consultant deliverables;
- Report development;
- Meeting logistics and facilitation;
- Presentations to community members, and elected and appointed officials;
- Providing customer service related to the UDO;
- Geographic information services support; and
- Website Management.

## KNOWLEDGE, SKILLS & ABILITIES

- Thorough understanding of planning policy and implementation of policy through regulations;
- Familiarity with Charlotte's development regulations and regulatory approaches in other communities, especially within North Carolina;
- Public engagement experience;
- Ability to confidently communicate, with excellent public speaking and writing skills;
- Skilled in facilitation of multi-disciplinary teams;
- Proficiency in Microsoft Office Suite and ability to use ArcGIS 10.2;
- Website management skills; and
- Ability to perform effectively and efficiently with moderate level of supervision.

## PREFERRED QUALIFICATION

- Master's Degree with relevant work experience in Planning.
- AICP or other certifications.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Planning, Architecture, Geography, Landscape Architecture, Engineering, Political Science, Public Administration, Social Science or related degree with two years of relevant experience in planning.

## SALARY

\$60,806 - \$75,750 Commensurate with Experience

## CONDITIONS OF EMPLOYMENT

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

The City of Charlotte is an Equal Opportunity Employer.

## HOW TO APPLY

Apply online.

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job.

You are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available. Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays.

Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to [CityHrJobPostingsNotify@ci.charlotte.nc.us](mailto:CityHrJobPostingsNotify@ci.charlotte.nc.us).

## BENEFITS

The City of Charlotte provides a comprehensive benefits package to all employees.

[Click here to learn more about the City of Charlotte's benefits.](#)

The City of Charlotte is a drug and alcohol-free workplace.

**Fill out the Application NOW using the Internet.**

[Apply Online](#)

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