**Planning Assistant -** The Village of Marvin (pop. 7,200) is seeking a driven, self-motivated individual for a part-time planning assistant position. Marvin is one of the fastest growing municipalities in the State located 12 miles south of Charlotte in Union County. Relatively newly incorporated just 25 years ago, Marvin prides itself as a signature residential community while maintaining a low tax rate.

This Planning Assistant position would be asked to help in most functions of the Planning Department, which performs complex and professional level work tasks including but not limited to: enforcement of the Village’s Land-Use Ordinance; long-range planning; comprehensive plan amendments; zoning, permitting and development review functions for commercial and residential development; overseeing Village’s planning projects and activities; revision of ordinances/text amendments; preparing staff reports and making presentations to boards; assisting with and overseeing various projects; preparation of agenda and information packets for the Planning Board/Design Review Board and Board of Adjustment (when necessary); preparing agenda requests and staff analysis for Village Council; maintaining GIS layers; and other work as necessary.

The position requires excellent organizational and writing skills, proficiency in computer applications/GIS, the ability to effectively communicate with town boards and the public. Work involves complex and sensitive issues requiring a high level of judgment and tact. Position may require attendance at typically 1-2 meetings per month, at night. The Village Council meets on the second Tuesday of each month at 6:30 p.m. The Planning Board meets on the third Tuesday of each month at 7 p.m.

Requirements: Bachelor’s degree in city/regional planning, engineering, or closely related field with at least one years’ experience in municipal planning, zoning, public policy, or land development (Master’s degree can substitute for one year experience); AICP or interest in acquiring AICP preferred; valid driver’s license. Criminal background check is required. This position is for 20 hours a week, hours and days are flexible and is inclusive of any night meetings. Compensation: $15 - $21 / hour DOQ. Remote work is encouraged and preferred. Submit cover letter, salary history, and resume by January 11, 2021 at 5:00pm to Christina Amos, Village Manager, 10004 New Town Rd., Marvin, NC 28173 or manager@marvinnc.gov. EOE.