



THE COMMUNITY

Rolesville, incorporated in 1837, is the second oldest town in Wake County. Once a primarily rural and agricultural area, Rolesville is now one of the fastest growing towns in the state of North Carolina.

Located in northeastern Wake County, the community's 8,500 residents enjoy the small town feel while conveniently located near The Triangle (Raleigh, Durham, and Chapel Hill). Rolesville is just a few short hours from both the iconic Outer Banks and the breathtaking Blue Ridge Mountains.

The Triangle is home to several nationally ranked universities, including Duke, NC State, and UNC-Chapel Hill. The Wake County Public School System is #1 in the nation for Board certified teachers and boasts a nearly 90% 4-year graduation rate (wcpss.net).

Research Triangle Park alone employs over 50,000 people, and Raleigh was recently ranked the 3rd best "Tech Town" in the country by *CompTia*. The combination of world-class research and education, coupled with abundant employment opportunities, all within a 35 mile drive (or less!) make Rolesville an attractive town to live in.

Rolesville is continually ranked among the fastest growing communities in North Carolina, and it's easy to see why. People love being part of our Genuine Community with a Capital Connection!

COMPENSATION & BENEFITS

The Town of Rolesville offers a competitive salary and benefits program. The annual salary range for this position is \$84,114 to \$112,915. Final salary is dependent upon the qualifications and experience of the selected candidate.

Planning Director

JOB DESCRIPTION

Reporting directly to the Town Manager, the Planning Director is responsible for overseeing town planning, development entitlement, housing, land use, historic preservation, and transportation. The Director is the primary liaison to the Planning Board and other regional planning agencies.

The Director leads by example and supervises the planning staff by implementing Town policies and procedures. Duties include but are not limited to current and long range planning, code enforcement, and zoning administration.

Some of the goals of the Director will be to assist in the implementation of the Town's Comprehensive Land Use Plan, Strategic Plan, and the Main Street Vision Plan; maintain and update the land use ordinance; and assist with community and economic development efforts.

THE POSITION

The role of the Rolesville Planning Department is to shape the future of the Town of Rolesville and the region by:

- Generating a vision in line with the Strategic Plan
- Fostering exemplary design through planning controls
- Guiding policy changes to encourage a broad range of housing and a diverse job base
- Promoting equity and accessibility

The Rolesville Planning Department plays a central role in guiding the growth and development of our town and region. The Planning Director will actively engage with the community and be a progressive leader with a strong vision for a thriving, sustainable town.

Collaborating with other agencies and the community, the department will strive to balance the needs of residents, businesses, and civic leaders to protect the environment and historical resources, create inspiring and livable urban spaces, cultivate neighborhood resilience, and enforce good land use practices.



THE IDEAL CANDIDATE

- Visibility and presence as an approachable leader with an ability to develop, communicate, and achieve a shared vision of future needs.
- Ability to foster and maintain relationships with regional partners and key constituencies using well-developed oral and written communication skills to generate consensus.
- Effective communicator with a high degree of emotional intelligence and maturity who demonstrates active listening and responsiveness to people both inside and outside of the organization.
- Demonstrated ability to effectively lead and manage an expanding staff through organizational and cultural change.
- Ability to leverage staff's knowledge and technical expertise. Committed to staff development and able to empower staff with authority and resources to carry out their responsibilities.
- Demonstrated track record of embracing diversity and advancing equity and inclusion.
- Knowledge of legislative processes, budgeting, project management, and process improvement.



MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's degree in Municipal Planning, Urban Planning, or a closely related field.
- Prefer a Master's degree in Municipal Planning, Urban Planning, or a closely related field.
- Prefer AICP certification or ability to obtain within one year.
- A minimum of 6-8 years of experience in planning and development or related area, with 3-4 years supervisory experience.

APPLICATION AND SELECTION PROCESS

The Town is working with the Triangle J Council of Governments (TJCOG) on the recruitment and selection process for this position. All recruitment activities will be conducted on a confidential basis.

Candidates may apply by submitting an application through the Town's portal at <https://www.governmentjobs.com/careers/rolesville>.

Please include a cover letter and resume with your application.

Position open until filled. The first review of applications will take place after **February 21**. Interviews will begin shortly thereafter.

Direct inquiries and questions regarding this career opportunity to Alana Keegan at [akeegan@tjcog.org](mailto:akeegan@tj cog.org).

EQUAL OPPORTUNITY

The Town of Rolesville is an Equal Opportunity/ADA Employer and encourages women, people of color, and persons with disabilities to apply. Applicants will be considered regardless of race, color, religion, sex, national origin, age, disability, genetic information, military status or political affiliation or any other legally protected class.