

Pay Grade 18**Position Type: Full-Time****Expected Hiring Range: \$53,925 - \$56,621****Department: Planning****Work Schedule: Monday – Friday 8:00 am – 5:00 pm****FLSA Status: Non-exempt**

Fuquay-Varina, located in southern Wake County within 30 minutes of both downtown Raleigh and Research Triangle Park, is one of the fastest-growing towns in North Carolina with a population of approximately 35,000. Fuquay-Varina offers a rich quality of life, an extensive park system, two vibrant downtowns poised for significant new investment, and a commitment to maintaining and enhancing its historic charm and sense of place.

Duties include:

- Review of subdivision plats, site plans, and other development plans for technical compliance with the Town's Land Development Ordinance
- Prepare and manipulate maps, charts, graphics, and other data to illustrate various needs related to the Town's planning efforts using ArcGIS
- Assist in updating detailed land use- and development-related data and maps
- Attend board meetings and present planning-related matters that includes zoning, subdivisions, text amendments, and other information as required
- Work with the general public in both daily interaction in person and by telephone, and in public meetings
- Provide research and input into the development of ordinances, policies, and procedures for the Town and department
- Work collaboratively with other staff and departments to solve common problems and advance organization-wide initiatives
- Other duties as assigned

Supplemental Information:

- Understanding of subdivision and zoning concepts, as well as municipal functions
- Experience in public speaking, meeting facilitation and/or working with elected and appointed boards
- Ability to prepare maps and analyze data using ArcGIS
- Ability to work independently and multi-task
- Experience with graphic software such as InDesign and SketchUp preferred
- Skill in organizing department's work, managing deadlines, and maintaining attention to detail in a high-growth, fast-paced environment.

- Ability to interact and communicate effectively with the general public, development community, and Town and other governmental staff

Minimum Qualifications:

- Bachelor's degree in planning or related field, although a master's degree is preferred.
- Minimum of one year working in a municipal planning office.
- Advanced skills in computer software and proficient in Microsoft Office Suite and ArcGIS.