



PLANNING & INSPECTIONS DIRECTOR		
DEPARTMENT: Planning & Inspections	REPORTS TO: Deputy Town Manager	
POSITION TYPE: Full-time	SALARY: Negotiable	FLSA STATUS: Exempt
The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.		

GENERAL DESCRIPTION: Performs difficult professional and managerial work directing the Town’s Planning & Inspections Department. Plans, organizes, supervises, and directs all operations and activities of the department. Oversees, reviews, approves, and/or certifies plans, projects and programs ensuring compliance with local and state statutes, regulations, ordinances, codes, and policies. Works closely and cooperatively with other Town departments. Work is performed under supervision of the Deputy Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Provides determination or directs staff on how the Land Development Code is to be interpreted and applied on request by staff, Town, property owners, or development community.
- Will serve as Zoning Administrator or elect to designate staff member as such.
- Develops a vision with strategic goals for the department. Creates, develops, and administers policies and procedures. Reviews planning elements relating to a broad spectrum of concerns relating to land use, zoning, infrastructure, environmental impact, and enforcement.
- Develops and maintains department budgets. Reviews and approves department expenditures.
- Recruits, hires, and provides support to staff. Monitors and evaluates work. Provides assistance, guidance, direction, feedback, and mentorship to staff.
- Serves as the Town’s primary liaison for planning and zoning matters in coordination with other local, regional, state, and federal agencies and organizations.
- Serves as the primary advisor to Town Board, administration, and advisory boards regarding planning, zoning, permitting, code enforcement, and land use matters.
- Prepares reports and presentations on planning and zoning matters. Provides research and input into the development of codes, maps, policies, and procedures for the Town.
- Guides department through development and implementation of new programs, policies, and services to improve customer service. Recommends changes in policy and procedures as needed.
- Oversees regular updates to Town’s adopted plans pertaining to planning and zoning administration, including: Comprehensive Plans, Small Area Plans, Official Zoning maps.
- Reviews plans and projects to ensure compliance with all local, state, and federal regulations. Takes the lead on the more complex projects. Assists and directs staff on all plans and projects to ensure compliance.



- Responds to complaints and inquiries pertaining to all department functions and services. Investigates and follows up as needed.
- Guides applicants through the Town's approval processes and procedures pertaining to planning and zoning matters.
- Reviews and interprets codes for general public. Offers options and guidelines for project development and nuisance abatement.
- Oversees the Town's enforcement program, including: investigation, documenting and notifying property owners of Town Code and Land Development Code violations.
- Oversees the Town's Building Inspections Department.
- Writes and revises ordinances and maps; principally the Land Development Code. May also participate in writing and revising other Town codes, policies, and documents.
- Maintains comprehensive, current knowledge of applicable regulations, guidelines, and new methods.
- Coordinates state and federal planning grants; compiles information for and assists in the preparation of grant proposals upon request. Maintains records for audit of expenditures.
- Oversees the development and management of contracts with outside resources.
- Prepares and makes presentations to the Town Board, advisory boards, and other groups.
- Attends public meetings and committee meetings as required in the performance of duties.
- Maintains close working relationship with outside agencies as directed.
- Other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience implementing new development code.
- Comprehensive knowledge of principles and practices of long range and current planning as applied to the built environment, natural resources, population, cultural features, and other economic and social matters.
- Comprehensive knowledge of government programs, laws, and services pertinent to the planning and zoning process.
- Comprehensive knowledge of office computer software, including Microsoft Office. Working familiarity with ESRI GIS projects and other technology used to perform position duties.
- Strong ability to read and interpret cadastral, ortho-photo, topographical, and other maps.
- Strong aptitude to plan, coordinate, and supervise the work of others.
- Strong aptitude to effectively communicate orally and in writing.
- Strong presentation and public speaking skills. Ability to present ideas effectively in oral and written form on various issues as they relate to the department.

- Ability to attend work regularly during normal business hours and regularly for evening meetings.
- Requires thorough knowledge of the principles and practices of planning, construction and development processes, as well as thorough knowledge of related Town policies, State Statutes, and state and federal laws and regulations.
- Ability to exercise good judgement and maintain effective working relationships with Town officials, other public officials, employees, contractors, and the general public.

PHYSICAL REQUIREMENTS: Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; work requires reaching, walking, lifting, full use of fingers, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of office machines, operation of motor vehicles; determining accuracy, neatness and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EDUCATION AND EXPERIENCE: This position requires a Master's Degree in Planning, Public Administration or a related field and a minimum of 10 years of progressively responsible planning experience. Generally, 5 years of experience must be in a supervisory capacity. Equivalent combinations of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.

SPECIAL REQUIREMENTS: American Institute of Certified Planners (AICP) certification required. Certified Zoning Official (CZO) certification preferred. Possession of valid North or South Carolina Driver's License. Will require attendance at night meetings, including but not limited to: Board of Commissioners, Planning Board, and Board of Adjustment. Final applicant subject to pre-employment drug screening and background check.

BENEFITS: 5% 401k or 457 Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance, Professional Development and more.

CLOSING DATE: Open Until Filled

SALARY: Commensurate with Experience

SUBMIT RESUME AND COVER LETTER TO:

Human Resources Director
Town of Waxhaw
1150 N. Broome Street
Waxhaw, NC 28173

EMAIL: wdavenport@waxhaw.com

ONLINE APPLICATION: www.waxhaw.com