



www.albemarlenc.gov
144 North Second Street
Albemarle, NC 28002-0190

Senior Planner/ Manager, Current Planning

Position Profile

The City of Albemarle is looking for a dynamic, energetic, and innovative professional to serve as a leader within our Planning and Development Services team. This position works under general supervision of the Planning Director, serves the role of Zoning Administrator for the City and serves as the department head in the absence of the Planning Director.

Our team is responsible for planning, facilitating and coordinating orderly, safe and sustainable growth and development. We are committed to maintaining and enhancing the high quality of life our residents enjoy, promoting a prosperous and robust business environment, and preserving the wealth of natural and cultural resources our wonderful City has to offer.



About the City of Albemarle

The City of Albemarle is home to approximately 16,000 residents and is the county seat of Stanly County. Our city has a thriving business environment, distinctive homes and friendly neighborhoods. Its growing industrial and commercial sectors make Albemarle an



attractive place to live and work. Situated in the beautiful Uwharrie Lakes Region in the Piedmont of North Carolina, Albemarle is conveniently located near several of the state's urban areas – Charlotte, Raleigh, Greensboro, and Winston-Salem.

Albemarle has a strong and stable history in the Council-Manager form of government. Our employees provide a full range of municipal services to a growing community. We are always looking for individuals who possess effective interpersonal skills and a desire to serve our community with humility and respect, honesty, integrity, and teamwork.

Quality of Life



Albemarle is one of the principal communities of the Uwharries Lakes Region, an area that has been described as the "Central Park of North Carolina". This area is rich in cultural, historical, natural and recreational assets.

Albemarle and Stanly County provide an exceptional opportunity to live in a safe, attractive community that is

ideal for raising families or for enjoying retirement.. The area benefits from a moderate climate and a landscape of gently rolling hills. Albemarle boasts a variety of beautiful and diverse neighborhoods, both historic and new. The historic downtown area is a gem of beautifully maintained and restored old buildings, and is home to an array of restaurants, retail businesses, and antique stores. Nearby cities provide outstanding sports and cultural amenities in a convenient driving distance.

Building Our Future

“Our future is going to depend on us,” says Mayor Ronnie Michael. “We can’t wait on someone else.”

What are we building?

- Economic Development activities led by City Staff.
- Downtown development efforts managed by City staff.
- Rebranding Albemarle to attract new residents.
- Expanding the City’s Planning and Community Development Department to include tasks directly related to Economic Development.
- Infrastructure and services to support a growing population through Parks and Recreation, Public Housing, Public Works, Public Utilities and our Police and Fire Departments.



Are You What We’re Looking For?

Overview of the Senior Planner Role

Performs highly skilled, professional, administrative, and supervisory work in the Planning and Development Services Department pertaining to land use and zoning. Provides a broad scope of planning services for the City. Administers specified planning activities, performs studies, presents staff reports and supervises other staff in such endeavors as needed. Provides staff oversight and administrative assistance to various boards and commissions. Enforces the City zoning and development ordinances.

General Responsibilities

- Manages the day-to-day operations of zoning administration and enforcement, including supervising other staff assigned to related tasks.
- Provides technical assistance to the general public and other governmental agencies on planning, land use, nuisance, and related matters.
- Assists property owners and others in completing various forms and applications.
- Coordinates and maintains close working relationships with multiple city departments, county and state agencies and private entities.
- Works closely with Stanly County Central Permitting to process and approve inter-agency development coordination forms and final certificates of occupancy.
- Researches, coordinates, prepares and presents amendments to city land use and development ordinances at the request of the Planning Director.
- Researches, coordinates and prepares grant proposals for various planning and development programs and projects administered by the City; maintains files and data.
- Serves as administrator and/or secretary to the Planning and Zoning Board, Historic Resources Commission and other boards and commissions as assigned.

- Performs research as necessary to gather and analyze statistical narrative data in preparation for the Planning and Zoning Board, Historic Resources Commission and City Council and appears before such Boards as needed.
- Visits subdivisions and/or tracts of land under consideration of rezoning, variance, conditional use permits, etc., to determine applicability of various city ordinances.
- Administers and enforces the City watershed ordinance.
- Leads in the coordination of updates to and creation of long-range planning projects and documents such as the City's Land Use Plan and various associated elements.
- Leads responsibility for special projects of a sensitive and comprehensive nature, and/or responsibility to direct a major complex planning project.
- Investigates zoning violations and/or nuisance complaints such as weeded lots, junk cars, sign violations, etc., and takes appropriate action to alleviate the violation.
- Takes an active role in the review of site plans, subdivisions and other development plans, ensuring compliance with City zoning ordinances and state statutes.
- Serves on other boards, panels and groups as deemed necessary by the Planning Director.
- Performs other related duties as required.



Qualifications

A Bachelor's degree from an accredited college or university in Planning or related field and a minimum of 3 years work experience in city planning, local government or other similar position providing the candidate with a background in land use, zoning, long range planning and code enforcement is required.

- Candidates with 5 years or more of relevant experience, additional supervisory experience and/or a Master's Degree in Planning or related fields are preferred.
- Candidates with 1-2 years of experience in a supervisory role are preferred

Special Requirements

- Possession of an appropriate driver's license valid in the State of North Carolina.
- Certification by the American Institute of Certified Planners (AICP) and/or NC Association of Zoning Officials (CZO), or the ability to obtain such certification soon after hiring, is preferred.

Come Join Us!

The City of Albemarle is by definition a community oriented organization. We pride ourselves on building long-lasting relationships with our employees and the community we serve.



Benefits

Our benefits guide is posted on our website. This will provide you with a general overview of the wide array of benefit choices available to you and your family.

Compensation

The successful candidate will be offered a highly competitive package of salary and benefits. The starting salary range for this position is \$53,000 - \$57,000 depending on qualifications.

To Apply

All qualified applicants must complete a City of Albemarle [Employment Application](#), which can also be obtained from the Albemarle NCWorks local office, 944 N First Street, Albemarle, NC.

Your completed application may be submitted in person to NCWorks or to the City Human Resources Office via email, fax, or mail.

- Email: Opportunity@albemarlenc.gov
- Fax number: (704) 984-9470
- Mailing address: PO Box 190, Albemarle, NC 28002