

Job title	<i>Planner I</i>	Job Grade	21
Reports to	<i>Planning Director or Principal Planner/Senior Planner</i>		
Direct Reports	<i>None</i>		

PURPOSE

This is an entry-level professional planning position within the Town of Southern Pines' Planning & Inspections Department. The purpose of the position is to assist with select professional planning services that are provided by the Department. Examples of professional planning services with which the position may assist include, but are not limited to, preparing reports for various boards and committees, conducting detailed site plan reviews and assisting the public. The Planner I position receives considerable immediate supervision from senior planning staff. The Planner I position is distinguished from the Planning Technician position as the Planner I position involves more professional-level duties and judgment and fewer routine administrative tasks. Considerable tact and courtesy must be exercised in frequent contact with citizens, contractors, and developers in addition to other municipal, state, and federal officials.

DUTIES AND RESPONSIBILITIES

- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with applicable codes, plans, and regulations.
- Evaluates or assists in the evaluation of zoning map amendments, ordinance amendments, site plans, conditional use permits, variances and other entitlement applications.
- Coordinates agency and community review of public and private development projects.
- Provides information to the public regarding development regulations after frequent consultation with senior staff.
- Assists in resolving citizen and customer issues.
- Assists with collecting a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and vacancy rates.
- Assists with conducting field evaluations and site assessments.
- Attends a substantial number of evening and weekend meetings outside of typical business hours.
- Other duties as assigned by supervisor related to providing the highest level of professional planning services on behalf of the Town of Southern Pines.

EDUCATION, SKILLS AND CERTIFICATIONS

- Bachelor's degree or master's degree in planning or related field or bachelor's degree or master's degree in an unrelated field plus two or more years of professional experience in a related field is typically required. A different combination of relevant education and work experience may also be considered.
- Strong oral communication and interpersonal skills to explain policies and procedures to the public in a clear and concise manner.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.

- Ability to review plans and apply ordinance and code provisions to determine compliance with adopted regulations.
- Ability to apply regulations to field conditions.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics is highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- AICP, CFM and/or CZO certification is desirable, but not required.
- A valid drivers' license and an excellent driving record are required.

PHYSICAL REQUIREMENTS

- Exerting 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.
- Must have the ability to see, read, write, and utilize a computer to complete duties.
- Must be able to walk uphill and downhill on all types of terrain, bend-over, squat and crawl while conducting field inspections.
- Must be able to scale ladders, be in a position of height and go into cramped spaces while conducting field inspections.
- Must be able to carry up to 10 pounds of equipment while conducting field inspections.

WORKING CONDITIONS

- This position works indoors as well as outdoors year-round in all weather conditions.
- This position requires frequent evening and weekend work, with possible holiday and call-in work.
- This position works in a fast-paced office working environment where multi-tasking is essential.

Department Director Approval:	
Date approved:	
HR Approval:	