



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **October 16, 2019**
RE: **JOB POSTING - One (1) Full-time Planner I**
Planning Department

Duties and Responsibilities: Performs intermediate professional planning, research, analytical, and technical duties in the County Planning Department to ensure the orderly growth of the County and efficient administration of County resources; reviews, approves, and/or certifies development and permit applications plans, plats, projects, programs, to ensure compliance with County land use regulations; complies, maintains, and analyzes data and information pertaining to population growth, land use, economic development, and related areas; prepares technical reports, plans, and proposals based on information gathered; reviews, approves, and/or certifies plans, plats, projects, and programs to ensure compliance with local and state regulations, ordinances, and policies; performs related work as required. Work is performed under general supervision. Reports to the Planning Director.

Qualifications: Thorough knowledge of principles and practices of urban and rural planning as applied to natural & cultural resources, population and demographics, urban and rural design, and other economic and social matters; general knowledge of government, laws, and services pertinent to the planning process; general knowledge of the geographic, topographic, and socioeconomic layout of the County; skilled in the use of geographic information systems and work-related computer software packages and other technology used to perform position duties; skilled in database development and management; ability to research, compile, analyze, and present statistical data and planning recommendations; ability to read and interpret cadastral, orthophoto, topographical, and other maps; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from a four (4) year college or university with a degree in community planning, geography, public administration or a related field and some experience in rural or urban planning at the local government level.

Possession of a valid North Carolina driver's license. Ability to work some evenings and other times as necessary and requested and/or approved by the Senior Planner.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center located at Blue Ridge Community College, 1800 West Campus Drive, Flat Rock, NC 28731.

The deadline for application is: **Open until filled**

Starting rate: \$21.73 hourly
Grade: 75A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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