



POSITION: Senior Planner (Transportation/GIS)  
CLASSIFICATION: Non-Exempt  
DEPARTMENT: Planning  
SALARY GRADE: 27

### **General Statement of Duties**

The Senior Planner performs advanced professional planning work, including responsibility for overseeing and leading large and complex project assignments. The Senior Planner is expected to work independently while exercising judgment and is under the direct supervision of the Planning Director. Additionally, the Senior Planner will provide manage transportation planning and GIS mapping initiatives.

### **Distinguishing Features of the Class**

An employee in this class performs planning and design work, including managing current planning projects, conducting plan reviews, interpreting codes and ordinances, providing staff assistance to advisory boards and elected officials, and overseeing other departmental functions. Public contact, often in challenging situations, requires judgment, firmness, and tact. Work requires advanced knowledge of planning and zoning regulations, development review processes, transportation planning, GIS, and supervisory abilities. Work is performed independently under supervision by the Planning Director, but in a collaborative and facilitative working environment, and is evaluated through conference, feedback, and review of deliverables and outputs.

### **Essential Duties and Tasks**

- Reviews plans and plats for compliance with land use plans, ordinances, regulations, and standards.
- Researches and prepares reports necessary for decisions by management or boards regarding land use, zoning, housing, environmental or other planning related issues.
- Leads transportation planning efforts, including plans and comprehensive transportation plan updates; co-leads Mobility Plan implementation.
- Assists with staffing Planning Board, Board of Adjustment, and other groups as needed –including the Mobility Plan Subcommittee. Occasionally presents to the Board of Commissioners on specific assignments.
- Partners with regional transportation bodies, including, but not limited to CRTPO and LNTC and attends monthly meetings.
- Work with CATS to enhance transportation services in town.
- Represents the Town in planning and development matters, including public presentations, guest speaker engagements, and community public relations as assigned by the Planning Director.
- Coordinates review of transportation impact analyses with developers and others, as needed.
- Manages the department's GIS database, provides mapping services to town staff, and seeks innovative GIS solutions to staff needs.
- Provides research and input into the development of ordinances, drafts ordinances and plans.
- Assists with daily inquiries from the public on general zoning and planning questions; answers telephone calls and assists the public.
- Coordinates the review of plans and plats between the applicant, Mecklenburg County, Town staff, and other regional partners.
- Assists in conducting planning studies and preparing reports.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Assists in supervisory responsibilities of planning department staff, including but not limited to:

- overseeing overall quality of department work, training employees, and evaluating performance.
- Prepares and submits grants and award applications on behalf of the department.

### **Additional Job Duties**

Performs related duties as required.

## **RECRUITMENT AND SELECTION GUIDELINES**

### **Knowledge Skills and Abilities**

- Thorough knowledge of the Town's zoning, land use, and other ordinances and codes.
- Advanced knowledge of the principles and practices of public sector planning including transportation, smart growth, historic preservation, and best practices and principles.
- Thorough knowledge of governmental laws, programs, and services pertinent to the planning process.
- Knowledge and experience in construction processes.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Skills in writing and editing materials and documents.
- Skill in meeting facilitation, listening, and collaborative conflict resolution.
- Ability to establish and maintain effective working relationships with community groups and the general public.
- Ability to enforce codes with firmness and tact.
- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.
- Skill in preparing documents and ability to proof documents for thoroughness and accuracy.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to read blueprints, tax maps and other site-related drawings.
- Experience with Adobe Design Suite, specifically Photoshop and Indesign.
- Experience with ArcGIS Online.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and or up to 10 pounds of forces constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

### **Desirable Education and Experience**

Graduation from an accredited college or university with a degree in planning, geography, transportation planning, environmental technology or related field and minimum six years' experience, or equivalent combination of experience and education. Exceptional candidates will have advanced experience in urban planning, transportation planning, or Geographic Information Systems.

### **Special Requirement**

AICP credentials preferred.

Possession of a valid driver's license.

