



Charlotte's local government, with more than 7,000 employees and a \$2.39 billion budget, works hard to ensure that the community will be a winning city for everyone – a truly remarkable place to live, work, learn and play.

In working to put communities and citizens first, the City of Charlotte's Department of Planning, Design, and Development is committed to creating great places. The Department of Planning, Design, and Development is chiefly responsible for collaborating with community partners, guiding growth, sustaining the natural environment while also designing vibrant and inclusive avenues for citizen enjoyment.

**Function:**

Professional

**Job Title:**

Associate Planner – Entitlement Services

**Summary:**

The Planning, Design & Development Department is seeking an urban planner to join the Entitlement Services Division. This position will have a range of responsibilities in conjunction with the City of Charlotte's first Unified Development Ordinance (UDO).

The Associate Planner in Entitlement Services will be a member of the department's UDO team working with a nationally recognized consultant to develop, adopt, and implement the UDO.

**Major Duties and Responsibilities:**

- Participating in multi-disciplinary teams developing regulatory approaches & recommendations
- Reviewing consultant deliverables & testing recommendations
- Coordinating with staff within PD&D / other governmental agencies
- Researching & analyzing regulatory approaches / preparing reports
- Developing project presentations
- Providing customer service related to UDO effort
- Coordinating meeting logistics
- Creating graphic materials & GIS mapping
- GIS mapping
- Managing the UDO website

**Knowledge, Skills & Abilities:**

- Planning background with emphasis in application of regulatory tools like zoning
- Analytical skills applicable to planning / regulatory projects / initiatives
- Effective communication verbally & in writing
- Excellent customer service skills
- Ability to collaborate within & outside department achieving positive impacts on community
- Ability to perform effectively & efficiently with moderate level of supervision
- Website management & experience with Wordpress
- Proficiency in Microsoft Office Suite with ability to use ArcGIS 10.2
- Graphic skills including experience & proficiency with Adobe Creative Suite
- Proficiency with technology & applicable work required of position

**Preferred Qualifications:**

- Bachelor's degree in Planning / Architecture / Geography / Landscape Architecture / Engineering / Political Science / Public Administration / Social Science / related degree
- One year of professional planning experience
- AICP or other certifications

**Minimum Qualifications:**

- Associate's degree with one year of relevant work experience; or a Bachelor's degree; or an equivalent combination of education and relevant experience that provides the necessary knowledge, skills and abilities to successfully perform the essential job duties

**Salary:**

- \$51,750 - \$64,687; Commensurate with Experience

**General Information:**

- The City of Charlotte provides a comprehensive benefits package to all employees. Click [here](#) to learn more about the City of Charlotte's benefits
- The City of Charlotte is a drug and alcohol-free workplace

**How to Apply:**

Apply online.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to [CityHrJobPostingsNotify@ci.charlotte.nc.us](mailto:CityHrJobPostingsNotify@ci.charlotte.nc.us).

Conditions of Employment: The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. The City of Charlotte is an Equal Opportunity Employer.