

SENIOR PLANNER (2-4910-5-011)

Annual Salary: 55,372.57

Closing Date: 12/27/2019

The purpose of this position is to provide planning and design services for current planning projects.

Please Note: This position requires experience with the Historic Preservation Commission and Planning and Zoning Commission

Essential Duties and Responsibilities: Coordinates by creating conceptual site plans, preparing maps, communicating with developers and investors, organizing and participating in community input sessions, seeking grant opportunities, conducting site analysis and serving as main point of contact for public projects. Advises consultants on various issues related to projects and reviews planning documents to ensure adherence to applicable guidelines, standards, and provisions. Provides development assistance and review by interpreting zoning and codes, advising developers on appropriate measures and processes, coordinating with reviewing departments to ensure compliance with development ordinance, issuing development permits, and conducting zoning inspections. Prepares a variety of reports for various Federal, State, and local agencies by gathering, preparing, editing, and disseminating information; drafts resolutions, ordinances, reports, memorandums, and other professional documents to elected officials, administration, business leaders, internal staff, and members of the community. Creates and implements long-range plans and participates in a variety of meetings to gather and disseminate information related to applicable planning projects or programs. Creates, manages, and edits geographic information system data by utilizing software to maintain and update existing data, including zoning layers and city limits, and creates custom map products and analytical reports. Prepares a variety of marketing materials, including newsletters, advertisements, brochures, and other related collateral material.

Supplemental Functions: Performs other similar duties as required

Job Specifications and Qualifications: Knowledge of modern planning principle and practices; social, economic, and business implications of planning; available community services; construction and/or development procedures; research methods and techniques; project management principles and practices; customer service principles; applicable Federal, State, and local programs and their requirements, specifically HUD. Community development and housing issues; technical writing methods and techniques. Operating a computer and applicable software applications; preparing comprehensive plans and studies; compiling and analyzing data; composing technical reports; managing projects; preparing a variety of business correspondence. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; conducting research; developing plans; preparing reports; coordinating citizen activities; preparing agreements and contracts; analyzing real estate sites. Ability to utilize the following programs: Adobe suite, AutoCAD, GIS Sketch Up, Photoshop.

Licensing and Certifications: Valid North Carolina Driver's License. **PLEASE NOTE:** Applicants must meet the City criteria for an acceptable driving record.

Working Conditions / Physical Requirements: Positions in this class require: standing, fine dexterity, walking, lifting, carrying, sitting, reaching, handling, kneeling, pushing/pulling, climbing, vision, foot controls,

bending, crouching, hearing, twisting, talking. Light Work: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Required Experience: Bachelor's Degree in Planning, Architecture or Landscape Architecture from an accredited college or university, with at least three (3) years of experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

PLEASE APPLY AT: www.concordnc.gov and click on the **Employment Opportunities** link.