

## **PRINCIPAL PLANNER – DEVELOPMENT REVIEW**

### **General Statement of Duties**

This position in the City of Burlington’s Planning Department serves to inform citizens and others of the processes, best practices, and principals of land use and development in Burlington.

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

An employee in this class is responsible for prioritizing efficient, effective, and responsive customer service to the development community, citizens and the organization. They are accountable for providing technical information to the permitting of land uses within the City and the City’s Extraterritorial Jurisdiction (ETJ). Work requires functioning within established guidelines, protocol, and procedure that is consistently implemented and based on a cohesive interpretation of the City’s Unified Development Ordinance (UDO) and Code of Ordinances. This position is collaborative in nature yet demands individual competency. This position reports to the Planning Manager and is evaluated through report reviews, quality and effectiveness of work completed, and compliance with established policy and procedures. This classification is considered Exempt in compliance with the Fair Labor Standards Act (FLSA).

### **Illustrative Examples of Work**

#### **Essential Tasks and Responsibilities:**

- Contributes to interpreting and enforcing the Burlington Unified Development Ordinance and Code of Ordinances.
- Serves as the first point-of-contact when engaging the development community, the public and City staff for land use and zoning related matters.
- Reviews land use entitlements, requests, and permits for completeness and conformance with ordinance requirements and guidelines.
- Explains land use regulations in a consistent manner based on precedence of interpretation and established land use principles to the public and others.
- Guides property owners and developers through the process of developing property in accordance with all applicable rules and regulations including the subdivision of property.
- Reviews site plans, subdivisions, building permits, construction plans and other compliance requirements
- Performs research and conducts field investigations to resolve matters of non-compliance.
- Serves as staff liaison and advisor to the Board of Adjustment, meets with applicants, prepares agendas, case files, presentations, staff reports, and all necessary documents to the departments various Boards, Commissions, and also City Council.
- Creates new approaches to permitting and development review
- Represents the City and the Department in a professional manner.
- Performs additional duties as required.

**Knowledge, Skills, and Abilities**

- Thorough knowledge of principles and practices pertaining to land use and zoning administration.
- Considerable knowledge of land use development, subdivisions, and enforcement.
- Considerable knowledge of Microsoft Office, Adobe Creative Cloud, Google Earth, and Bluebeam.
- Considerable knowledge of Geographical Information System (GIS).
- Ability to communicate effectively in oral and written forms.
- Ability to organize and prioritize work and meet specific deadlines.
- Ability to work accurately and effectively under pressure.
- Ability to operate equipment, organize and prioritize work, compile information and records, and exercise good judgment.
- Ability to establish and maintain effective working relationships with the public and all City staff.

**Education and Experience**

Bachelor’s degree in Planning, Public Administration or a related field, and at least four years of experience in planning, zoning or a substantially equivalent combination of education and experience. Master’s degree is preferred.

**Physical Requirements and Working Conditions**

Work in this class is described as being sedentary and seldom requires much physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of reaching, walking, fingering, grasping, feeling, talking, hearing and repetitive motions. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.

**Special Requirements**

- Valid North Carolina Driver License.
- American Institute of Certified Planners (AICP) or ability to obtain within two years.
- Certified Zoning Official (CZO) certification through the North Carolina Association of Zoning officials or ability to obtain within two years.

**Inclement Weather Classification:** Non-Essential

**Position Number:** TBD

**Pay Grade:** 31

**Salary Range:** \$54,454.40 - \$89,856.00

This job description in no way implies that the duties listed are the only ones the employee may be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisors.