



**The Town of Weddington is seeking qualified candidates for the position of
Town Planner.**

The Town of Weddington is a rural community located in the northwestern corner of Union County, NC, south of Charlotte. The Town is comprised almost exclusively of single-family homes featuring lush landscapes, open space, and conserved land. Weddington's Town Center is the one commercial area within its boundaries and is located near NC 16 and NC 84. This commercial area combined with a family-based community offers a desirable small-town atmosphere.

The Town of Weddington operates with an elected Town Council and Mayor that work together to make decisions regarding Town services, revenues, and expenditures. The Town Council makes policy and legislative decisions and is responsible for the budget approval. The Town Planner is responsible for administering all municipal planning including zoning, permitting, and other responsibilities as delegated by the Town Administrator/Clerk. Currently, the Town of Weddington is looking for qualified candidates to apply for the position of the Town Planner. If you are interested in this position and meet the qualifications, we encourage you to submit your cover letter and resume to Karen Dewey, 1924 Weddington Rd., Weddington NC 28104 or email to kdewey@townofweddington.com

TITLE: Town Planner

REPORTS TO: Works under the direction of and is responsible to the Town Administrator/Clerk.

FLSA STATUS: Nonexempt.

General Position Description: The Town Planner is responsible for assuring effective management of Town affairs and operations. The Planner oversees Town planning, permitting, zoning, activities, projects and provides information to the Town Administrator/Clerk, employees, volunteers, and citizens. This nonexempt position requires 35 hour per week and some work on nights and weekends, as necessary.

Work Location/Environment: The Town Planner works in the Town Hall located in the historic Thomas Wren House at 1924 Weddington Rd, Weddington, NC 28104.

Essential Job Functions: The Town Planner is responsible to the Town Administrator/Clerk for administering all municipal planning affairs including zoning, permitting, and other responsibilities as delegated by the Town Administrator/Clerk and shall have the following powers and duties:

- Performs and coordinates the Town's planning and zoning functions relating to long-range planning, land use, zoning code, subdivision, annexation, subdivision administration for all land development.
- Presents oral and written reports, including special maps, charts and graphics to the Town Council, Planning Board and Board of Adjustment.
- Act as staff support for the Planning Board and Board of Adjustment.
- Assists Town Administrator/Clerk in compiling agendas for Joint Public Hearings, Planning Board, Board of Adjustment, and other town advisory board meetings.
- Reviews and recommends rezoning requests; interprets, applies, and recommends zoning and land use ordinance amendments.
- Reviews applications and issues zoning related permits.
- Maintains necessary records and reports.
- Assists Budget Officer in calculating zoning related revenues and expenditures for the annual budget.
- Uses Union County GIS data base as needed.
- Represents the Town on various regional boards and committees.
- Attends all meetings of the council and public involvement meetings.
- Responds to citizen complaints and questions on all planning related topics.
- Administers successful grants and executes appropriate actions as required.
- Erosion and Sedimentation Control Administrator.
- Floodplain Administrator.
- Performs other duties as required.

Physical Qualifications: The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The Town Planner is occasionally required to drive through the Town and throughout the state on limited occasional travel.

Knowledge Skills and Abilities: The successful candidate will have a thorough knowledge of public sector management principles, policies, and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise, and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the public, and State, Regional and Federal officials.

Education and/or experience: Bachelor's degree in Planning, Public Administration or a related field, with Master's degree preferred; five years senior management and/or planning experience (preferably in municipal government); OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

Special Requirements

American Institute of Certified Planners (AICP) certification preferred. Certified Zoning Official (CZO) certification preferred. Possession of valid North or South Carolina Driver's License. Will require attendance at night meetings, including but not limited to: Town Council, Planning Board, and Board of Adjustment. Final applicant subject to pre-employment drug screening and background check.

To Apply Submit the following materials:

1. Cover letter
2. Current resume

Reasonable Accommodations: Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact the Town at [enter phone number, email] for additional information or assistance. Applicants with speech or hearing impairments may contact the Town for assistance through the North Carolina Relay by dialing 711.

Hiring Schedule:

Closing Date: Open until filled

Send Materials to:

Karen Dewey
Town of Weddington
1924 Weddington Rd
Weddington NC 28104
Or kdewey@townofweddington.com

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability.