

POSITION AVAILABLE

Department: Planning
Position: Planning Technician
Salary Range: \$38,294 to \$57,443
Hiring Range: \$38,294 to \$47,868

Town of Mills River (population 7,400) – Best of both worlds – rural small-town feel next door to urban amenities, charming western North Carolina town is seeking a Planning Technician.

Established as a community in the late 1700's, Mills River was formally incorporated on June 24, 2003. The Town lies within minutes of Pisgah National Forest, Interstate 26, and Asheville Regional Airport. Highways 280 and 191 serve as the major arteries and provide access to the nearby cities of Hendersonville, Asheville, and Brevard. The Town is experiencing accelerated growth with recent developments including Sierra Nevada Brewing, Amazon Distribution Center, a new Air Traffic Control Tower for the Asheville Regional Airport, single-family home subdivisions, and more.

Mills River is 22 square miles in size and provides four core services of law enforcement, fire protection, zoning, and street lighting. Additionally, the Town has a very busy parks and recreation department and nearly 50 acres of park and open space.

Primary duties of this position include permitting, code enforcement, current planning, and plan review. This year the Town will be developing an online permit system which will allow the public to apply and pay for permits remotely. The new Planning Technician will have the opportunity to assist with implementation of this system.

The successful candidate for this position will have some experience in the field of zoning, plan review, and/or code enforcement and a four-year degree in planning, geography, public administration, or related field. An equivalent combination of education and experience may be used to meet the minimum requirements. Certification as a North Carolina Zoning Official is preferred, but will be required within two years of hiring.

The Town offers a competitive benefits package including 100% employee premium coverage for health, vision, and dental as well as a 401(k) plan including a 5% contribution, and 457(b) savings option.

Please submit completed applications to:

Michael Malecek, Planning Director
Town of Mills River
124 Town Center Drive
Mills River, NC 28759
michael.malecek@millsriver.org

A cover letter, résumé, and professional references shall be submitted in addition to (not in lieu of) a completed Town employment application.

Deadline for submission: Open until filled. First review of applications within 3 weeks of job posting.

To view the full job description and download an application please visit www.millsriver.org/jobs.

PLANNING TECHNICIAN

General Statement of Duties

Performs semi-complex technical and administrative work in the areas of current planning and code enforcement. Facilitates permitting, processing, and tracking of land development plans and activities. Provides customer services on behalf of the Planning & Zoning Department, providing clients with a variety of information relating to planning, zoning, code enforcement, ordinance requirements, development project submittal and review process, and other planning-related information. Works closely with other planning staff regarding permitting and code enforcement.

Distinguishing Features of the Position

An employee in this position performs specialized work within the Town's Planning & Zoning Department. Work involves the administration and enforcement of the town's zoning, subdivision, and nuisance regulations. Employee must exercise independent judgment and initiative in applying technical principles and land use practices specific to the town in daily operations.

Employee must be able to communicate issues effectively. Tact, firmness, and courtesy are of paramount importance in frequent public contact, sometimes under stressful conditions. Work is performed under the regular supervision of the Planning Director, and is evaluated through observation, review of records and reports, and in conferences. This classification is considered as non-exempt for purposes of compliance with the Fair Labor Standards Act (FLSA).

Illustrative Examples of Work

- Provides technical assistance in administration and enforcement of town codes.
- Investigates complaints and enforces the Town of Mills River code of ordinances, specifically related to: junk vehicles; outdoor storage; noise complaints; accumulation of trash, junk, and debris; and other nuisances.
- Conducts regular field inspections and works with property owners and tenants to gain compliance.
- Serves as the first point of contact for the general public, the development community and applicants – assists customers with application intake and processing.
- Follows and maintains town code compliance processes, procedures, and documentation.
- Reviews and evaluates zoning permit applications, site plans, sign permits, zoning verification letters, and other minor administrative approvals to ensure compliance with town code requirements such as use, size, placement, landscaping, parking ratios, and other development standards.

- Issues zoning permits and assists individuals with development issues and questions in determining applicable zoning and other relevant land use laws.
- Follows planning and zoning process and procedures as described in NC General Statutes and local codes.
- Researches and compiles information on a variety of planning topics to assist other planning staff to maintain and update zoning and land use ordinances.
- Responds to questions regarding ordinances, policies and procedures, permits, and other related development information.
- Prepares and maintains application materials to guide citizens and developers through the planning and permitting process and track development projects.
- Develops and maintains tracking systems, hard copy and digital files, and records.
- Coordinates and corresponds with appropriate departments, divisions, and agencies to ensure compliance with applicable regulations.
- Attends public meetings to assist other planning staff, as appropriate.
- Compiles, prints, and records a variety of data and records for analysis and preparation of reports.
- Works cooperatively with Henderson County Permits & Inspections Department regarding permitting and issuance of certificates of occupancy and compliance.
- Prepares public notices for legislative and quasi-judicial land use hearings (rezonings, variances, special use permits).
- Performs routine office tasks within Planning & Zoning Department, including, but not limited to data entry, file management, copying, answering telephone, and responding to emails.
- Performs other duties as assigned or required.

Knowledge, Skills, and Abilities

- Considerable knowledge of applicable federal, state, and local laws regarding zoning administration and enforcement.
- Considerable knowledge of zoning codes and appropriate enforcement techniques.
- Considerable knowledge of the principles, practices, and applicable laws regarding planning, land use, subdivisions, permitting, and plan review.
- Knowledge of principles and practices of research and data collection.
- Ability to detect and coordinate the enforcement of applicable codes.
- Ability to read and interpret plans, specifications, and blueprints.
- Ability to communicate effectively in oral and written form, and exercise interpersonal skills.
- Ability to plan, organize, and carry out complex projects effectively.
- Ability to establish and maintain effective working relationships with Town officials, fellow employees, developers, and the general public.
- Ability to write effectively, specific to the planning/zoning field.
- Ability to work on several projects and issues simultaneously.
- Ability to work independently or in a team environment as needed.

- Ability to exercise firmness and tact in the enforcement of codes and ordinances.
- Ability to use computer programs and applications, which will include Microsoft Office, Excel, database management applications, GIS systems and applications, etc.
- Ability to establish and maintain effective working relationships with other governmental, non-profit and private entities relevant to the field of planning.

Education and Experience

- Minimum requirements include graduation from an accredited college or university with a four-year degree with a preference for coursework in planning or related field.
- Professional experience in permitting, current planning, the enforcement of codes and development standards, and/or NC zoning certification is preferred.
- An equivalent combination of education and experience which provide the required knowledge, skills, and abilities may be used to meet the minimum requirements.

Physical Requirements

- Must be physically able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, lifting, standing, walking, typing, grasping, talking, hearing, and other movements.
- Generally medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to do extensive reading, use measurement devices, perform inspections, and operate a motor vehicle.
- Employee will be exposed to both inside office and outside working conditions, including during periods of cold or extreme heat and is subject to hazards associated with construction work and atmospheric conditions such as fumes, odors, dust, mists, gases, or poor ventilation, and to injury by walking on uneven grounds, high vegetation, and dilapidated structures.
- Work in this position is sedentary at times.

Special Requirements

Minimum Special Requirement: A valid North Carolina Class C driver license with a safe driving record.

Preferred Special Requirement: NC Certified Zoning Official (CZO) or ability to acquire within two years.

Revised June 2022