



CITY OF ASHEVILLE
invites applications for the position of:

Urban Planner II-Current Planning

SALARY: \$51,700.69 - \$77,561.54 Annually

OPENING DATE: 07/01/22

CLOSING DATE: 07/22/22 05:00 PM

SUMMARY:

About us:

The City of Asheville is dedicated to providing quality service for the residents and visitors of our beautiful city, nestled in the Blue Ridge Mountains of western North Carolina. Asheville, NC is a thriving mountain city that has a culture enriched in diversity.

The City of Asheville values and respects a diverse community, workforce and ideas, and is committed to promoting an equitable, fair, and just employment environment. Our organization seeks to create and provide access and opportunities to employees, residents and visitors to fulfill their potential through inclusive engagement practices. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status.

About our opportunity:

The City of Asheville is seeking qualified applicants for the position of Urban Planner II with the Planning and Urban Design Department. This is the second level in the Urban Planner series. This classification is distinguished from lower levels in this job family by increasing degrees of scope, complexity, independence, responsibility and, decision-making, as well as having a minimum of two years of experience in urban planning or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

The Urban Planner II for Current Planning is tasked with professional level planning functions related to development and design review and to perform analysis and make staff recommendations regarding planning projects as assigned.

**Exempt position; Full-Time 37.5 Hours Per Week; Typical hours are Monday - Friday
8:30am - 5:00pm**

Salary commensurate with experience

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs site plan and design review for various projects, such as conditional zonings, rezonings, development projects of mid- to high-level complexity and size, subdivisions and voluntary annexations; assists in pre-application conferences; conducts review of development projects for technical and policy compliance and alignment; tracks and

publicizes projects; presents at Technical Review Committee, City Council and other board and commission meetings; coordinates post-entitlement process; and conducts final inspections.

- Evaluates and analyzes proposals and related data and information: evaluates planning proposals to ensure compliance with applicable laws, codes, ordinances, and related regulatory standards; evaluates environmental, statistical, impact and related information and data; identifies non-compliance and adverse impacts; and recommends mitigation measures and other appropriate actions.
- Advocates excellence in urban design through the review of development projects consistent with adopted plans, design guidelines and best practices.
- Prepares a wide variety of materials, reports and documentation for public hearings, various meetings and board presentations; provides presentations and information to supervisors, boards, commissions, civic groups and the public; develops, coordinates and facilitates community engagement for projects; and publicizes/provides notices for projects as required.
- Communicates with City administrators and elected officials, supervisor, other City employees, contractors, attorneys, architects, designers, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or provide professional and technical assistance and consultation; and provides consistently professional and responsive customer service.
- Drafts zoning ordinances and design guidelines by defining needed ordinance change, researching and preparing options and presenting proposed ordinance to various groups.
- Responds to requests for planning information and inquiries on planning topics, monitors development, land use and zoning trends and prepares reports and presentations.
- Participates in preparation and administration of state and federal grants, inter-local agreements, land development regulations, and special studies as directed: gathers data; conducts research; and prepares and submits related applications, documentation, and reports.
- Mentors junior level planning staff on a project-by-project basis.
- Performs various statistical research and comparative analyses: compiles, maintains and updates planning operational data; analyzes planning data; forecasts and identifies future planning and growth management deficiencies, trends, and problems in area of assignment; evaluates impacts to proposed planning objectives and application to areas of responsibility; and assists in development of planning improvements and modifying proposed objectives accordingly.
- May assist in the development of long range planning projects and other related initiatives as needed by developing, implementing and tracking long-range plans, the City's comprehensive plan, master plans, small area/neighborhood plans, corridors studies, environmental studies, zoning text and map amendments, subdivision regulations, design standards and other similar documents and regulatory controls.
- Researches projects; prepares related reports and documentation; attends a variety of meetings, workshops, and public forums with applicants and citizens; gathers feedback and answers questions; assists in explaining and providing information regarding planning, land use, zoning, transportation, or other project components; evaluates and analyzes potential project outcomes; and represents interests, policies, goals, and objectives of the City.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, census data and population statistics, draft ordinances, site plans, architectural designs, planning reports, maps, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

EDUCATION & EXPERIENCE:

Bachelor's Degree in Civil Engineering Urban Planning, Civil Engineering or a related field required; supplemented by two years of experience in planning in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. An American Institute of Certified Planners (AICP) certification is desirable but not required.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

KNOWLEDGE, SKILLS, ABILITIES AND WORKING CONDITIONS:

Diversity, Equity and Inclusion: Requires the ability to value and respect cultural differences, balance different perspectives, to be intentional about expanding opportunities for all persons, traditionally underrepresented and underserved groups and diverse communities, and a demonstrated knowledge of diversity, equity and inclusion.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria; includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives; and includes using data to help increase awareness and participation in planning processes, and support informed decision making.

Human Interaction and Collaboration: Requires the ability to work with others in a collaborative manner on complex programs, issues and opportunities associated with the responsibilities of the job, while creating and facilitating the flow of ideas, information and understanding amongst individuals and groups; has the ability to foster negotiation and mutual compromise among competing interests to further city goals; often represents the department and/or organization when dealing with others; and resolves typical problems associated with the responsibilities of the job.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information, as well as the ability to present to boards and commissions and communicate with the community and applicants on development and design review.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Understands the interrelatedness of decisions and shows special concern for the long range consequences of present actions; requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Final Applicants are subject to Pre-employment Drug Screening and Background Check.

The City of Asheville is an Equal Opportunity Employer that does not discriminate in employment or the provision of services on the basis of race, color, creed, religion, national origin, age, disability, sexual orientation, gender (including pregnancy), gender identity or expression, or familial status.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ashevillenc.gov/jobs>

Position #2022-00579
URBAN PLANNER II-CURRENT PLANNING
JS

City of Asheville
PO Box 7148
Asheville, NC 28802
828-259-5690 - Apply Online! - EOE

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