

TOWN OF GARNER, NC

POSITION: DEVELOPMENT  
REVIEW MANAGER



# POSITION: DEVELOPMENT REVIEW MANAGER

**T**HE TOWN OF GARNER is seeking a highly motivated and forward-thinking person to join our leadership team in the Planning Department. This is an exciting opportunity for a planning professional who wants to ensure excellence in site and subdivisions design in a vibrant, fast-growing community right in the heart of North Carolina's Research Triangle.

## **We're looking for a candidate who can:**

- perform challenging professional work developing, coordinating and implementing the Town's development review program and related activities;
- take a lead role with the Town's Technical Review Committee;
- lead, motivate and inspire a talented Development Review Section staff;
- assist developers with various entitlement issues;
- provide staff assistance to the Town Manager's Office, Economic Development Department, Town Council and various advisory boards;
- review plans for compliance with Town ordinances;
- engage with the public with judgement, firmness and tact even when dealing with issues that are sensitive or emotionally charged.

## **The successful candidate will be responsible for:**

- advising the Planning Director, Town Manager's Officer, Town Council, Board of Adjustment (BOA), Planning Commission and others on site and subdivision development issues and landscaping matters;
- supervising Development Review Section staff, including conducting staff performance review evaluations, delegating plan review assignments and site inspection tasks, providing training on best practices for site and subdivision design, mentoring and encouraging professional growth and development;
- leading the Town's Technical Review Committee in charge of site plan, preliminary subdivision plan and plat review processes;
- reviewing the most complex of plans for compliance with ordinances and plans and providing considerable guidance in advising developers on the consistency of their interests with Town plans and policies.
- reviewing staff reports, with recommendations, for site plans and preliminary subdivision plans to be reviewed by the Planning Commission and Town Council;
- presenting development proposals and/or providing support to presenting staff at Planning Commission and Town Council meetings and hearings;

- overseeing the section's responsibilities to advise the BOA concerning variances and appeals;
- coordinating section activities and programs with those overseen by other section managers and the Planning Director;
- coordinating with the Engineering Department on the tracking, monitoring and release of non-infrastructure surety instruments such as bonds and letters of credit;
- coordinating with the Engineering Department on the review of construction documents to ensure preliminary plan consistency along with any needed plan modifications;
- ensuring coordination with partner agencies, including N.C. Department of Transportation, Wake County Sediment & Erosion Control and City of Raleigh Public Utilities regarding authorizations to proceed with land disturbance and construction;
- responding to questions from citizens regarding property and development regulations and helps quantify the potential for barriers to development;
- preparing job postings for Development Review Section vacancies, performs interviews, and completing personnel action forms for new hires;
- attending a number of evening meetings;
- ensuring the proper maintenance and retention of development review records and files.

## Salary and benefits:

The Town is offering a competitive salary that will be negotiable based on experience and qualifications. More information about the Town's benefits is available online at [garnernc.gov/departments/human-resources/employee-benefits](http://garnernc.gov/departments/human-resources/employee-benefits).

## To apply:

All applications must be fully completed and submitted via [the online portal](#). Applications will be accepted until the position is filled; however, a first review will be conducted September 19, 2022.





# GARNER: A GREAT PLACE TO BE!

*Superior quality of life in a growing community just minutes from downtown Raleigh*

Garner, North Carolina—the Triangle’s All-America City—is an idyllic town of over 34,000 residents in the heart of Wake County, one of the most desirable places to live in the United States. But despite all of the growth, Garner has retained its hometown charm and strong sense of community.



Just minutes from downtown Raleigh, Garner residents have easy access to one of the nation’s premier metropolitan areas, yet they also reap the benefits of a community with competitively priced housing, outstanding parks and trails, and numerous cultural, educational and entertainment venues. Recent public and private investment in [Garner’s historic downtown](#)—including the Town’s investment in a new \$9 million recreation center—have made it a growing hub of recreation, entertainment and entrepreneurialism.

[White Deer Park](#) and neighboring [Lake Benson Park](#)—located in the heart of Garner near or

adjacent to numerous neighborhoods—have 160 acres of open space and several miles of paved and unpaved trails. White Deer Park’s LEED Gold-certified Nature Center offers educational programming year-round for kids and adults. And residents can enjoy boating and fishing on scenic Lake Benson.

The Town’s [Parks, Recreation and Cultural Resources Department](#) provides an impressive array of special events and recreational programming for people of all ages. The department also manages the [Garner Performing Arts Center](#), which nationally touring acts to town throughout the year. In addition, Garner’s [Poole Family YMCA](#) boasts a wide range of programming and amenities, including an outdoor aquatics center.

In Garner, you’re never far from fun, entertaining and enriching opportunities. And you have access to it all in a charming, affordable town that you’ll be thrilled to call home.

# GARNER: A GREAT PLACE TO WORK!

The Town of Garner's generous core benefits package includes:

- Pay for performance (merit increase)
- Paid vacation
- Paid sick leave
- Paid holidays
- Paid health insurance
- Paid dental insurance
- Optional vision insurance
- Flexible spending accounts
- Paid life insurance
- Paid short-term disability insurance
- Participation in N.C. Local Government Employees' Retirement System
- NC 401(k), with Town contribution of 5 percent
- 457 Supplemental Retirement Plan
- Employee Assistance Program (EAP)
- Educational assistance (tuition reimbursement)



For additional details about these and other benefits, visit [garnernc.gov/departments/human-resources/employee-benefits](http://garnernc.gov/departments/human-resources/employee-benefits).

## HERE ARE A FEW ADDITIONAL BENEFITS THAT SET US APART

### WORK ENVIRONMENT

Great work spaces, including new Town Hall, Police Station and Garner Recreation Center



### PROFESSIONAL DEVELOPMENT

- Town-paid professional training and development
- Town-paid professional certifications/recertifications (based on job)
- Opportunity to work with three nationally accredited departments (Police, Public Works and Parks, Recreation and Cultural Resources)

### HEALTH AND FITNESS



- Use of Town fitness center
- Complementary Garner Recreation Center membership
- On-site annual flu-vaccine clinic
- First-aid/CPR/AED training
- Wellness classes
- At-work walking program