



**CITY OF RALEIGH NORTH CAROLINA
invites applications for the position of:**

Senior Planner

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| SALARY: | \$52,858.00 - \$97,788.00 Annually |
| OPENING DATE: | 08/26/22 |
| CLOSING DATE: | 09/09/22 11:59 PM |
| JOB DESCRIPTION: | |



The Senior Planner is devoted to paraprofessional and professional support of municipal planning for a variety of operations and functions in land use planning. Incumbents provide advanced journey level professional planning work and are considered subject matter experts with the highest level of knowledge, providing consultation to other planning staff and to management. As assigned, incumbents may serve as lead workers, assigning work and monitoring work completion or may supervise paraprofessional and/or support staff including coordinating training. This position will be a primary point of contact for those interested in performing development activity within the City of Raleigh.

Hiring Range: \$52,858.00 - \$75,000.00 (promotional range may vary)

DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities include the following:

- Determine appropriate review process based on stated development goals.
- Review commercial and residential permits for conformance with the Unified Development Ordinance.
- Conduct express reviews of proposed development plans.
- Assist owners, developers, and engineers in resolving site development and code compliance issues.
- Perform research, data collection, and analysis.
- Respond to citizen questions and requests for information pertaining to zoning districts, permitted uses, yard setbacks, land use restrictions and plan reviews.

Additional Duties May Include:

- Provides program and/or project management, planning and analytical support in area of assignment.
- May serve as lead worker, assigning work and monitoring work completion or may supervise staff such as coordinating training.
- Provides consulting and advanced technical support related to assigned program, project or planning function; participates in the development of goals and objectives; serves as technical representative and consultant providing information and solutions to address issues and needs; monitors and ensures compliance with applicable policies, plans, requirements, and processes.
- Performs research of best practices, industry standards and community needs; analyzes a variety of data and information; develops and presents program/project/plan recommendations; provides direction and support in implementing processes, programs, projects and/or procedures.
- Coordinates, attends, and facilitates meetings; prepares agendas and technical materials; reviews activity status, timelines, and resource allocation; monitors and evaluates consultant work; prioritizes and schedules work and activities.
- Prepares and presents planning and development-related reports and technical program information to City Council, Boards, Commissions, and/or internal and external stakeholders and groups; provides technical consultation and serves as a liaison by providing information and responding to requests.
- Performs other duties of a similar nature and level as assigned.

TYPICAL QUALIFICATIONS:**Education and Experience**

Bachelor's degree in planning or public administration or field directly related to assignment and five years of related professional planning experience.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Licensing/Certifications:

Valid North Carolina Class C Driver's License with a satisfactory driving record.

ADDITIONAL INFORMATION:**Knowledge of:**

- Supervisory principles, practices, and techniques (based on assignment).
- Techniques and methods for organizing, prioritizing, assigning, and monitoring work (based on assignment).
- Practices and methods of coaching and leading the work of others (based on assignment).
- Principles and practices of planning administration.
- Principles and practices of program administration and management.

- Principles and practices of project management.
- Principles and methods of qualitative and quantitative research.
- Principles and applications of critical thinking and analysis.
- Best practices, trends, and emerging technologies.
- Principles and techniques of effective oral presentations.
- Applicable federal, state, and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.

Skill In:

- Training and coaching staff (based on assignment).
- Coordinating deadlines, prioritizing work demands and assigning/monitoring work performed (based on assignment).
- Providing project/program management, organization, and logistics coordination.
- Overseeing the implementation and adherence to quality assurance and standards.
- Researching industry trends, solutions, and best practices.
- Gathering data, analyzing findings, and applying logic and reason.
- Coordinating deadlines and prioritizing competing demands.
- Authoring and preparing original reports, technical documents, and presentations.
- Interpreting and applying applicable laws, codes, regulations, and standards (based on assignment).
- Requires a strong emphasis on excellent customer service skills.
- Strong organizational skills to manage multiple responsibilities simultaneously.
- High level of attention to detail, independent judgement, and initiative.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information and to receive work direction.

ADA and Other Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Work is routinely performed in an indoor, office environment.

Note:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

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

Position #2022-00933
SENIOR PLANNER
LU

222 W. Hargett St.
Raleigh, NC 27601

recruiter@raleighnc.gov

Senior Planner Supplemental Questionnaire

- * 1. Please select your highest level of education completed.
- Some high school
 - High school diploma (or GED)
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - PhD or other professional degree
- * 2. How much relevant work experience do you have in this field?
- None
 - Less than 1 year
 - 1 to less than 2 years
 - 2 to less than 3 years
 - 3 to less than 4 years
 - 4 to less than 5 years
 - 5 to less than 6 years
 - 6 to less than 7 years
 - 7 to less than 8 years
 - 8 to less than 9 years
 - 9 to less than 10 years
 - 10 years or more
- * 3. Briefly, describe how the work experience listed on the application is relevant to the position for which you are applying.
- * 4. Do you have an AICP or CZO certification?
- Yes No
- * 5. If no, please select your current AICP Certification status.
- Actively pursuing certification
 - Not yet eligible to pursue certification
 - Not actively pursuing certification
- * 6. Do you have a valid North Carolina Driver's License Class C or the ability to obtain within 30 days of hire?
- Yes
- No
- * Required Question