



Planner  
City of Mebane

### To Apply

To apply for the Planner position, please click on the link below.

[Planner](#)

The City of Mebane is an Equal Opportunity Employer.

### General Statement Duties

Performs responsible professional work in the handling of plan, plat, and permit review, long-range planning, project management, and plan implementation within the Planning Department.

### Distinguishing Features of the Class

An employee in this class performs research and background work for the implementation of the City's adopted long-range plans, provides demographic and socio-economic data to the public, facilitates the realization of planning projects and goals, revises plans as-needed to maintain their relevance, and assists the Director in achieving current planning needs and long-range goals and objectives. Work includes public meeting facilitation and involves giving information, answering inquiries, and serving as primary staff for the City's Bicycle and Pedestrian Advisory Commission. The employee will also be expected to work on small area plans that realize the City's land use, transportation, and comprehensive planning goals, as specified in its adopted plans. Work includes processing rezoning, special use permit, and variance applications; report preparation; answering planning and zoning inquiries. Work on nights and weekends will periodically be required. Work is supervised by the Development Director and is evaluated through conferences, review of assigned projects, and overall completion of assigned tasks.

### Illustrative Examples of Work

- Serves as staff support for the Mebane Bicycle and Pedestrian Advisory Commission.
- Reviews site plans, zoning permits, and subdivision plats to ensure conformity with recognized planning principles, land-use practices, and compliance with zoning and subdivision regulations; exercises discretionary technical judgement pertaining to planning and code regulations.
- Coordinates review of plans with other departments or employees through administration of Technical Review Committee meetings; meets with developers, lawyers, engineers, and the public to provide information and answer questions.
- Reviews long-range plans and promotes the completion of such plans.
- Prepares planning data; interprets maps and data; assists Director in preparation of a variety of planning projects.
- Assists Director with data for planning efforts and provides interpretation of census, land use and other data on which plans are based.

- Applies GIS technologies to analyze the needs of small areas and transportation corridors.
- Is able to converse with Public Works and Engineering staff to realize Planning projects.
- Presents oral reports to the various boards and commissions and attends meetings as required.
- Performs special projects for the planning function that implement goals and objectives of the City's adopted plans.
- Can assist with the drafting of language to amend the City's adopted plans and Unified Development Ordinance, as needed, and assigned; and
- Performs related duties as required.

#### Knowledge, Skills, and Abilities

- Working knowledge of principles and practices of municipal planning.
- Experience in bicycle and pedestrian planning at small area and regional scales.
- Working knowledge of the small area planning process.
- Experience with facilitating public conversations, such as charettes, open meetings, and proctored community design workshops.
- Working knowledge of governmental laws, programs, and services pertinent to the planning process, including environmental regulations.
- Working knowledge of planning data and ability to perform research functions and draft reports and position papers for higher level review and actions.
- Skill in GIS analysis and basic map creation for presentation purposes.
- Ability to work effectively with employees and the general public and answer basic land use questions for the City.
- Ability to communicate effectively in oral and written forms.
- Ability to coordinate special work efforts and projects for the department.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, standing, walking, fingering, talking, hearing and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data figures, do extensive reading, operate a computer terminal, and do visual inspection of land areas for zoning purposes.

#### Working Conditions

Majority of work is performed in an office setting. Employee is also required to travel throughout the City to address current conditions with planning solutions, including, but not limited, environmental, transportation, and aesthetic concerns.

#### Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in urban planning or other related field; a Master's degree and AICP certification are preferred. GIS use must be proficient, though the position will not be responsible for data management. And, at least 3 - 5 years professional level experience in urban planning preferably with a government entity in North Carolina; or an equivalent combination of education and experience sufficient to perform the essential duties.

#### Special Requirements

Valid Driver's License, AICP credentials preferred.

FSLA Status: Non-Exempt

Compensation

\$47,984.00-\$74,373.00

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.