



**TOWN OF CARY**  
invites applications for the position of:  
**SENIOR PLANNER**

An Equal Opportunity Employer

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**SALARY:** \$32.75 - \$54.04 Hourly  
\$68,120.00 - \$112,403.20 Annually

**OPENING DATE:** 10/04/22

**CLOSING DATE:** 10/25/22 11:59 PM

**DESCRIPTION:**

The Town of Cary is looking for a passionate and driven professional to share in our goal of creating the Local Government That Doesn't Exist in innovative and exciting ways! Through the value of People First, we emphasize the importance of taking care of our employees and citizens. We strive to live inspired while working together to impact lives through exceptional service.

Cary offers the best benefits in support of our diverse workforce, providing employees with choices. A competitive salary is offered depending on qualifications and experience. Our highly comprehensive total compensation package is unprecedented, allowing Cary to value and support our employee's whole selves, and sets us apart as an employer of choice.

It is an exciting time to be a part of our organization! If you are committed to excellence and providing high quality service and desire growth opportunities and a great place to work, this may be the opportunity for you!

The Senior Planner performs complex professional work in a variety of assignments. We are looking to add someone to our team who can contribute to and has experience in managing and presenting rezoning and annexation cases; reviewing and facilitation of infill and redevelopment projects; managing and presenting ordinance amendments; and working in areas of comprehensive and strategic planning. This position requires excellent written, presentation, and facilitation skills to communicate with various audiences including Town Council, boards, commissions, development partners, and the community. Public speaking is a vital component of this position. You must have the ability to work independently and in a team environment across multiple departments with limited daily direction. Successful candidates will collaborate in a fast-paced, evolving environment and must be able to adapt to change through continuous learning while empowering others through shared knowledge. Demonstrated knowledge of land use principles, zoning practices, urban design, mixed use concepts, infill and redevelopment are desired.

Work is performed under the general supervision of senior members of the staff and requires independent judgment and discretion in the performance of duties. Specific duties and requirements are determined by the area of assignment.

**TYPICAL TASKS:**

Specific duties may vary depending on work demands:

- Processes applications for rezoning and annexation requests; coordinates with other staff members to prepare the required reports; serves as a case manager and point of contact for applicants and citizens; presents cases to the Town Council and Planning and Zoning Board;
- Develops, interprets, amends, and enforces ordinances regarding zoning and development;

- Coordinates and organizes public meetings; participates in the facilitation of in-person and virtual public meetings, open houses, and inter-governmental meetings;
- Drafts Requests for Qualifications and Requests for Proposals and manages consultants for specific projects;
- Assists in the development and implementation of Council initiatives and goals related to long-range planning; prepares, plans, develops and implements elements of the comprehensive plan;
- Assists in the planning and implementation of various programs related to transit, land use, design guidelines, transportation-related plans and other small area plans;
- Oversees and administers Master Sign Plans;
- Provides staff support to the Zoning Board of Adjustment; process applications and prepares staff reports for variances, administrative appeals and appeals of civil penalties; presents cases to the Zoning Board of Adjustment;
- Prepares zoning verification letters;
- Analyzes and reports on housing trends, demographics, population changes, census data and other related information to provide background for current planning activities and special projects;
- Responds to inquiries from citizens, businesses, landowners, developers and elected and appointed officials regarding matters such as population and demographics, status of current projects, interpretations of the Land Use Plan, zoning matters, current and proposed ordinances, area plans and studies and on issues related to environmental and historic preservation and development;
- Performs other job-related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices and techniques of land use planning, planning research, zoning, and annexations; thorough knowledge of municipal planning, landscape architecture principles and practice, and urban design; thorough knowledge of the Development Ordinance and its applications; bicycle and pedestrian planning; thorough knowledge of transit operations and planning; thorough knowledge of growth management methods and practices; thorough knowledge of statistical methods and their application; thorough knowledge of the sources of data and information; thorough knowledge of principles and practice of community facilitation and conflict resolution; thorough knowledge of the use of personal computers and computer software; ability to read and interpret ordinances, statutes, plans, maps, etc.; ability to plan, organize, supervise and carry out complex research projects effectively and simultaneously; ability to present the results of research effectively in oral, written, and graphic form; ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, and members of the general public.

#### **MINIMUM AND PREFERRED QUALIFICATIONS:**

Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in urban planning, landscape architecture, or a closely related field and considerable experience in professional planning. A master's degree in a closely related field may be credited toward some years of experience.

- Experience with public speaking including displaying confidence, excellent communication skills, enthusiasm, and the ability to engage with an audience
- Experience with land use principles, zoning practices, urban design, mixed use and redevelopment projects
- Development plan review experience
- Experience reviewing rezoning requests
- Experience with current planning permitting processes, such as signs, special use permits and zoning verification letters
- Experience interpreting and researching ordinances
- Experience writing staff reports and making presentations to public officials
- Strong written and verbal presentation skills
- Desire to seek out, foster and implement change

- Desire to build collaborative groups within the organization
- Ability to learn and adapt in an agile environment
- Ability to work on a variety of tasks while being extremely organized and detail-oriented
- American Institute of Certified Planners (AICP), Certified Zoning Official (CZO) or other related professional certifications

Requires drug testing and background check (which may include criminal check, education verification and credit history review) prior to employment.

Requires a valid driver's license with an acceptable driving record.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.townofcary.org>

Job #23-01709  
SENIOR PLANNER  
RP

OUR OFFICE IS LOCATED AT:  
316 N. Academy Street, Human Resources  
Cary, NC 27513  
919-469-4070  
[anise.mcnelliejones@townofcary.org](mailto:anise.mcnelliejones@townofcary.org)

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### **SENIOR PLANNER Supplemental Questionnaire**

- \* 1. Do you have direct experience in redevelopment or infill development projects? If yes, details must be included in the work experience section of your application.  
 Yes    No
- \* 2. Do you have direct experience with mixed-use development projects? If yes, details must be included in the work experience section of your application.  
 Yes    No
- \* 3. Do you have direct experience reviewing rezoning requests? If yes, details must be included in the work experience section of your application.  
 Yes    No
- \* 4. Do you have experience interpreting and researching ordinances? If yes, details must be included in the work experience section of your application.  
 Yes    No
- \* 5. Do you have direct experience with preparing written staff reports or executive summaries and making presentations to public officials regarding development plans and/or rezonings? If yes, details must be included in the work experience section of your application.  
 Yes    No
- \* 6. Please describe your interest or specialty area within the Planning field.
- \* 7. Do you currently possess certification from the American Institute of Certified Planners (AICP), Certified Zoning Officials (CZO) or other professional certifications related to the position? (Certifications and licensures must be listed on the application.)

Yes  No

\* 8. Do you have a valid driver's license with an acceptable driving record?

Yes  No

\* 9. What motivated you to apply for the Senior Planner position at the Town of Cary?

\* Required Question