



Town of Cary
SENIOR PLANNER

SALARY	\$32.75 - \$54.04 Hourly \$68,120.00 - \$112,403.20 Annually	LOCATION	Cary, NC
JOB TYPE	Regular, Full-Time	JOB NUMBER	23-01889
DEPARTMENT	Planning	OPENING DATE	06/12/2023
CLOSING DATE	7/6/2023 11:59 PM Eastern	FLSA	Exempt
BARGAINING UNIT	N/A		

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 employees' 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 development plan review, presenting to board and commissions; reviewing and facilitation of infill and redevelopment projects; managing and presenting ordinance amendments; and working in areas of current planning. This position requires excellent written and facilitation skills to communicate with various audiences including boards, commissions, development partners, and the community. Plan review experience 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:

- Development plan review for various levels of plan types and complexities. Plan review requires the application of Cary's policy documents, Land Development Ordinance and Community Appearance Manual. Plan review responsibilities also involve collaboration and effective communication with other departments within Cary as well as the development community.
- Develops, interprets, amends, and enforces ordinances regarding zoning and development;
- Drafts Requests for Qualifications and Requests for Proposals and manages consultants for specific projects;
- Assists in the planning and implementation of various programs related to transit, land use, design guidelines, transportation-related plans and other small area plans;
- Assists with the review of rezoning and annexation cases.
- Reviews sign permits and works with the business community on the creation, and revisions to 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;
- 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;
- Coordinates and organizes public meetings; participates in the facilitation of in-person and virtual public meetings, open houses, and inter-governmental meetings;
- 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
- 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 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 building permits, sign permits, special use permits and zoning verification letters
- Experience interpreting and researching ordinances

- Proficiency in navigating plan review software platforms and GIS.
- Experience writing staff reports and making presentations Strong written and verbal communication 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.

Benefits

Regular and Probationary Full-Time and Part-Time Employees

The Town of Cary is pleased to provide a competitive, comprehensive benefits program to serve the needs of our employees and their families.

Because the Town of Cary believes that employees are one of our most important resources, significant dollars (averaging about 40% of annual salary per employee) are spent each year on employee benefits.

All regular and probationary full-time and part-time employees of the Town of Cary are eligible, and benefits coverage for new employees and family members is effective upon an employee's hire date.

[Learn more about our benefits.](#)

Temporary, Seasonal, and Intern Employees

The Town employs temporary and seasonal employees and interns who generally are scheduled to work on a short-term basis. However, if you are hired as a temporary or seasonal employee, or as an intern, you are **not** eligible for the Town of Cary's benefits package as described in this summary.

Agency

Town of Cary

Address

316 N. Academy Street, Human Resources

Cary, North Carolina, 27513

Phone

919-469-4070

Website

<http://www.carync.gov>

SENIOR PLANNER Supplemental Questionnaire

*QUESTION 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

*QUESTION 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

***QUESTION 3**

Do you have direct experience reviewing development plans? If yes, details must be included in the work experience section of your application.

- Yes
 No

***QUESTION 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

***QUESTION 5**

Do you have direct experience with preparing written staff reports or executive summaries and making presentations to public officials? If yes, details must be included in the work experience section of your application.

- Yes
 No

***QUESTION 6**

Please describe your interest or specialty area within the Planning field.

***QUESTION 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

***QUESTION 8**

Do you have a valid driver's license with an acceptable driving record?

- Yes
 No

***QUESTION 9**

What motivated you to apply for the Senior Planner position at the Town of Cary?

* Required Question