**ASSOCIATE PLANNER**

**General Statement of Duties**

# This position in the City of Burlington’s Planning Department serves to provide technical assistance and customer service to the general public, property owners, builders, real estate agents, developers, and others who inquire about all types of development in the City. This position will be responsible for the daily management of planning’s permitting activity in the City and the ETJ, as well as potential assistance with processing permits within the City's Local Historic Districts, assisting with the Planning and Zoning Commission, and successfully operating in an open collaborative team environment.

# Distinguishing Features of the Class

# An employee in this class is responsible for prioritizing efficient, effective, and responsive customer service to the development community, citizens and the organization. They are accountable for providing technical information pertaining to the permitting of land uses within the City and the City’s Extraterritorial Jurisdiction (ETJ). Work requires functioning within established guidelines, protocol, and procedure that is consistently implemented and based on a cohesive interpretation of the City’s Unified Development Ordinance (UDO) and Code of Ordinances. This position is collaborative in nature yet demands individual competency. This position reports to the Planning Services Administrator, and works with other planning staff, and is evaluated through report reviews, quality and effectiveness of work completed, and compliance with established policy and procedures. This classification is considered Exempt in compliance with the Fair Labor Standards Act (FLSA).

Illustrative Examples of Work

Essential Tasks and Responsibilities:

* Navigates the City’s online permitting portal, BurlingtonSmart, to administer permitting activity, reporting, and monitoring.
* Contributes to interpreting and enforcing the Burlington Unified Development Ordinance and Code of Ordinances, including collaborating with the City’s Code Enforcement Division.
* Serves as a point-of-contact when engaging the development community, the public and City staff for land use and zoning related matters.
* Reviews planning permits, site plans, construction documents, and subdivisions for completeness and conformance with ordinance requirements and guidelines. Explains land use regulations in a consistent manner based on precedence of interpretation and established land use principles to the public and others.
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* Guides property owners and developers through the process of developing property in accordance with all applicable rules and regulations including the subdivision of property.
* Performs extensive research and conducts field investigations on specific or general areas.
* Serves as staff support to the Historic Preservation Commission and Planning and Zoning Commission, as needed.
* Creates new approaches to permitting and development review.
* Represents the City and the Department in a professional manner.
* Performs additional duties as required.
* Attends evening meetings, if needed.

Knowledge, Skills, and Abilities

* Ability to use the City’s online permitting portal system, BurlingtonSmart.
* Thorough knowledge of principles and practices pertaining to planning, land use, zoning administration, research and data collection.
* Understanding of North Carolina General State Statutes Chapter 160D and its applicability to North Carolina planning practice.
* Considerable knowledge of land use development, subdivisions, and enforcement.
* Considerable knowledge of Microsoft Office, Adobe Creative Cloud, Google Earth, and Bluebeam.
* Considerable knowledge of Geographical Information System (GIS) and ability to create maps as requested.
* Creative problem-solving skills to gather relevant information to solve less well- defined practical problems.
* Ability to communicate effectively in oral and written forms.
* Ability to organize and prioritize work and meet specific deadlines.
* Ability to work accurately and effectively under pressure.
* Ability to multi-task and work on several projects or issues at one time.
* Ability to attend to details while keeping big-picture goals in mind.
* Ability to operate equipment, organize and prioritize work, compile information and records, and exercise good judgment.
* Ability to establish and maintain effective working relationships with the public, City staff, appointed board and commission members, and elected officials.

Education and Experience

* Bachelor’s degree in planning, public administration, or a related field; a Master’s degree in planning, public administration, or a related field is preferred;
* One year minimum experience in planning, zoning, or equivalent in a municipal agency including internships;
* Or an equivalent combination of education and experience.

Special Requirements

* American Institute of Certified Planners (AICP) or ability to obtain within two years.
* Certified Zoning Official (CZO) certification through the North Carolina Association of Zoning officials or ability to obtain within two years.
* Valid North Carolina Driver License, or ability to obtain within 60 days after date of hire.

Physical Requirements and Working Conditions

Work in this class is described as being sedentary and seldom requires much physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of reaching, walking, fingering, grasping, feeling, talking, hearing and repetitive motions. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.

Inclement Weather Classification: Non-Essential

**Position Number**:

**Pay Grade**: 31

**Salary Range:** $58,331.55 - $96,253.75

This job description in no way implies that the duties listed are the only ones the employee may be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisors.