



## Town of Cary PRINCIPAL PLANNER

<b>SALARY</b>	\$37.92 - \$62.56 Hourly \$78,873.60 - \$130,124.80 Annually	<b>LOCATION</b>	Cary, NC
<b>JOB TYPE</b>	Regular, Full-Time	<b>JOB NUMBER</b>	24-02037
<b>DEPARTMENT</b>	Planning	<b>OPENING DATE</b>	12/20/2023
<b>CLOSING DATE</b>	1/15/2024 11:59 PM Eastern	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	N/A		

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### Description

**Cary** is recruiting for a collaborative, innovative and passionate **Principal Planner** to join our team. Cary is focused on the goal of creating “The Local Government That Doesn’t Exist” by exceeding standards for how municipalities should operate. We embody excellence and professionalism by demonstrating leading practices and partnering effectively with our community. We are looking for a planning professional to help us build on our legacy of excellence while recognizing there is always room for growth and innovation. High-performing candidates who are adaptive, ready to engage in problem solving, dare to think differently, have the technical skills to deliver, and want to make a difference in their community are encouraged to apply.

Cary NC, a progressive community of over 180,000 people is actively working on implementing the most ambitious long-range planning effort in our history - the Imagine Cary Community Plan. The plan sets out a long-term vision, policies, and strategic actions for Cary through 2040. The Imagine Cary Plan seeks to focus the most intense development in strategic locations, encourage mixed use, redevelopment, infill, and revitalization while maintaining that much of Cary will stay suburban in nature. We are seeking a special talent to become part of an innovative team to bring the vision in the Imagine Cary Community Plan to life, as well as to collaborate in a fast-paced, evolving environment while adapting to change through continuous learning.

Cary offers the [best benefits](#), which supports 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.

This is an exciting time to be a part of the transformational development occurring in Cary!

Work is performed under the general supervision of the Assistant Planning Director, with additional assignments from the Assistant Director of Development Services.

Anticipated Hiring Range: \$78,873.60 - \$111,987.20

## Typical Tasks

What are we looking for? We are looking for someone who can:

- Respond to public inquiries from citizens, businesses, landowners, the development community and elected and appointed officials regarding matters such as the status of current projects, interpretations of the Imagine Cary Community Plan, current and proposed ordinances, area plans and studies;
- Review development proposals for consistency with policies and ordinances and communicate with developers regarding designs, and offer opinions for improvements;
- Serve as case manager for rezoning requests. Work includes coordinating with staff from various disciplines to work through key issues with rezoning cases and to serve as the point of contact for the development team. Also includes preparing staff reports and presentations to the community, council and Members of the Planning and Zoning Board;
- Research and develop amendments to the Land Development Ordinance (LDO) and maintain a list of potential amendments to the LDO;
- Conduct community outreach and publicity, collect background baseline data on existing conditions and discuss draft plans with citizens, landowners, developers, and Council members;
- Serve as a liaison on regional projects and coordinate planning with regional agencies;
- Conduct special research when needed, as well as provide research, advice, and technical support in consultants' efforts on multiple projects;
- Perform other job-related tasks as required.

## Knowledge, Skills and Abilities

What you will need to bring to the table:

- Thorough knowledge of the philosophies, principles, practices, and techniques of land use planning;
- Ability to focus your knowledge on reuse and redevelopment opportunities that balance sensitivity to Cary's heritage with a challenge for the community development to be innovative;
- Thorough knowledge of site design, landscape architecture, and urban design;
- Thorough knowledge of planning research, zoning, transportation bicycle and pedestrian planning and annexations;
- Thorough knowledge of principles and practices of community facilitation and conflict resolution;
- Ability to read and interpret ordinances, statutes, plans, and maps;
- Ability to plan, organize, supervise, and carry out complex research projects effectively and simultaneously Ability to present effectively in oral, written, and graphic form;
- Demonstrated relationship-building skills to maintain effective working relationships with associates, municipal officials, representatives of other agencies, and members of the public;
- A proven technical expertise in urban planning, along with the ability to articulate the Town's vision into various plans, guidelines, and other tools to advance high quality standards of design excellence.

## 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 related field; a master's degree in urban or regional planning or related field; and considerable experience in professional planning and/or economic analysis work. A master's degree in a closely related field may be credited toward some years of experience.

Preference will be given to candidates who have the following:

- Experience with urban design, mixed use, and redevelopment projects Development plan review experience;
- Experience in zoning verification and plat review;
- Experience writing staff reports and making presentations to public officials and citizens;
- Strong written and verbal presentation skills;
- Desire to seek out, foster and implement change;
- Desire to build and be a key resource for collaborative groups within the organization;
- Ability to learn and adapt in an agile environment;
- American Institute of Certified Planners (AICP), Registered Landscape Architecture certification, and/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 Full-Time Employees

[Learn more about our benefits.](#)

Cary is pleased to provide excellent, competitive, and comprehensive benefits to serve the needs of our employees and their families.

Because 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 full-time employees of Cary are eligible, and benefits coverage for new employees and family members is effective upon an employee's hire date.

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#### Agency

Town of Cary

#### Address

316 N. Academy Street, Human Resources

Cary, North Carolina, 27513

#### Phone

919-469-4070

#### Website

<http://www.carync.gov>

## PRINCIPAL PLANNER Supplemental Questionnaire

### \*QUESTION 1

Do you have a bachelor's degree in urban planning, landscape architecture or a closely related field?

☐ Yes

☐ No

**\*QUESTION 2**

**Do you have a master's degree in urban planning, landscape architecture or a closely related field?**

- ☐ Yes
- ☐ No

**\*QUESTION 3**

**How many years of experience do you have in urban or regional planning, landscape architecture, and/or a related field?**

**Related work experience must be included in the work experience section of your application.**

- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6+ years
- ☐ No experience

**\*QUESTION 4**

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

- ☐ Yes
- ☐ No

**\*QUESTION 5**

**Do you have direct experience guiding a development or technical review committee? If yes, details must be included in the work experience section of your application.**

- ☐ Yes
- ☐ No

**\*QUESTION 6**

**Do you currently possess certification from AICP, Registered Landscape Architecture and/or other professional certifications related to the position? If yes, certifications and licensures must be listed in your application.**

- ☐ Yes
- ☐ No

**\*QUESTION 7**

**Do you have experience supervising other professional planning staff? If yes, please describe.**

**\* Required Question**