



City of Brevard Part-Time Planner

SALARY	\$24.26 - \$30.00 Hourly	LOCATION	NC, NC
JOB TYPE	Part-Time	JOB NUMBER	202200028
DEPARTMENT	Planning	OPENING DATE	02/21/2024
CLOSING DATE	Continuous		

Description

The City of Brevard Planning Department is currently a small team of five but is looking to expand with a part-time person to handle a variety of planning functions. This position is new, and we expect it to evolve based on the breadth of experience, education, and overall strengths of the candidate, which should generally fall in one or more of the following areas:

- Long-range Planning • Development Code Amendments • Grant Writing and Administration • Affordable Housing • GIS • Floodplain Administration • Architecture • Transportation Planning • Development Plan Review • Zoning Administration

This is an exceptional opportunity to join a fast-paced environment where your work will cross all disciplinary boundaries from zoning administration to long-range planning and joining a dynamic planning team. Throughout our work, we strive to make connections between people, places, urban form, nature, and the built environment by continually evaluating and updating adopted plans and refining land use regulations and Code of Ordinances. The department relies on teamwork to work toward common goals and encourages independent thinking and initiative and the ability to use theoretical and practical aspects of urban planning to benefit the organization and the citizenry at large. Hours are flexible, but some evening meetings may be required.

Examples of Duties

- Reviews and evaluates development plans; interprets and applies applicable ordinances including the Unified Development Ordinance; explains application approval process.
- Reviews permit applications; determines compliance with local zoning and subdivision ordinances; issues certificates of zoning compliance and explains decisions; utilizes various enforcement procedures.
- Participates in development project review with other City departments and outside agencies; provides comments on projects and plans.
- Assists boards with project review and approval including preparing reports, making presentations and making recommendations based on facts and applicable ordinances.
- Responds to public inquiries and complaints concerning land use issues; discusses permit requirements; prepares maps, documents and other media for review and use by other departments, outside agencies and the public.
- Conducts research on property ownership and assists with oversight of construction for infrastructure projects including easement acquisition, contract negotiation, design details and assisting with compliance with federal and state agencies; notarizes documents.
- Conducts research and prepares reports for special projects or special assignments.

- Constructs and maintains departmental databases and records; maintains files and records; uses a variety of data to provide information on City land uses and development.
- Participates in meetings and public hearings to explain recommendations on planning proposals; answers citizen and developer questions regarding planning and related issues.
- Performs related duties as required.

Qualifications

Graduation from a college or university with a degree in planning, public administration or related field and experience in municipal planning, zoning administration or related field; or an equivalent combination of education and experience. Master's degree and AICP preferred.

Knowledge, Skills and Abilities

- Considerable knowledge of laws, regulations, policies and procedures related to land use planning and related issues and zoning code enforcement; special position specific knowledge may also be required.
- Considerable knowledge of the laws, principles, theories, and practices related to modern land use planning and growth management.
- Considerable knowledge of the environmental and socio-economics implications of the planning process and statutes, laws, rules, and regulations affecting these functions.
- Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.
- Working knowledge of the principles and practices of community and economic development and public sector planning.
- Working knowledge of public management and organization theories, principles, practices, and techniques.
- Skill in use of GIS technology.
- Skill in the collection, analysis, and presentation of data, recommendations, policies, and systems and in building consensus, in collaborative problem-solving, and in conflict management.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public.
- Ability to use computer and related software applications, prepare comprehensive reports and studies and perform basic statistical analysis.
- Ability to express ideas effectively in oral and written forms.

Agency

City of Brevard

Department

Planning

Address

95 W Main Street

Brevard, North Carolina, 28712