

*position of:*

**Position  
Recruitment  
Brochure**

# **PLANNING SERVICES' ADMINISTRATOR**



*Belong In Burlington*

Human Resources Department  
237 West Maple Avenue  
Burlington NC 27215  
336-222-5105  
[www.BurlingtonNC.gov](http://www.BurlingtonNC.gov)



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**How to Apply:** <https://www.governmentjobs.com/careers/burlingtonnc>



# The Ideal Candidate

***The City of Burlington, North Carolina is seeking an experienced and passionate leader to serve as the Planning Services Administrator. This position serves to manage, mentor, and supervise staff within the Planning Division of the City of Burlington's Planning Department. The duties are primarily associated with the oversight of the City's short/long range planning efforts, administering development ordinances, staff support for related boards, preparing text amendments, planning staff administration and personnel development.***

***The successful individual must be a strong and visionary leader who is team-oriented, possesses exceptional communication, management and presentation skills with an ability to perform well under pressure and meet deadlines. The successful candidate will have in-depth knowledge and experience in land use and zoning in a growing City.***



## Job Qualifications

- Bachelor Degree in public administration, or related field; a Master's degree in planning, public administration, or a related field is preferred.
- At least 5 years' experience in planning, zoning, or equivalent in a municipal agency; three to four years of supervisory experience is strongly preferred; or an equivalent combination of education and experience.
- American Institute of Certified Planners (AICP) or ability to obtain within two years.
- Valid North Carolina Driver License, or ability to obtain within 60 days after date of hire.
- Certified Zoning Official (CZO) certification through the North Carolina Association of Zoning officials or ability to obtain within one year.



# Knowledge, Skills and Abilities

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- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Oversees specialized planning functions such as community wide studies, grant proposals, and other projects.
- Provides overall management of division-related planning issues, participates in the budget process, administration and monitors and controls expenditures.
- Serves as liaison and performs all necessary functions in support of Planning and Zoning Commission or other boards as assigned with oversight of other staff members.
- Assigns work to planning staff and ensures appropriate training and mentorship is provided.
- Evaluates operations and activities of assigned responsibilities and handles sensitive personnel matters.
- Prepares reports on operations and activities, recommending improvements and modifications.
- 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, to ensure consistent and fair application with the development community to promote a developer-friendly culture while improving development quality within the community.
- Ensuring the proper policies and procedures are maintained, updated and administered related to annexations, related utility agreements, historic preservation, etc.
- Explains land use regulations in a consistent manner based on precedence of interpretation and established land use principles to the public and others.
- Provides technical information related to the land use rules and regulations within the City and the City's Extraterritorial Jurisdiction (ETJ) and explains land use regulations in a consistent manner based on precedence of interpretation and established land use principles to the public and others.
- Guides property owners and developers through the process of developing property in accordance with all applicable rules and regulations including the subdivision of property.
- Thorough knowledge of principles and practices pertaining to planning, land use, zoning administration, research and data collection.
- Understanding of General State Statutes and its applicability to planning practice, along with pertinent federal, state and local laws, codes and regulations including recent changes.
- Thorough knowledge of specialization such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Research methods and statistical principles related to urban growth and development. Methods and techniques of effective technical report preparation and presentation and citizen involvement techniques and processes.
- Considerable knowledge of Microsoft Office, Adobe Creative Cloud, Google Earth, and Bluebeam, as well as any other computer programs and applications, which may include Internet applications, econometric or transportation modeling, and database management.
- Considerable knowledge of Geographical Information System (GIS) and ability to create maps as requested.
- Must be innovative, detail-oriented, experienced in highly visible/controversial projects and be a creative problem-solver, capable of managing multiple, high-priority assignments with the ability to work accurately and effectively under pressure.
- Strong interpersonal skills to develop good working relationships with staff, officials and stakeholders and to resolve complaints. Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Reading comprehension to understand technical and legal materials.
- Ability to manage and conduct in-person and virtual public participation activities, meetings and hearings.
- 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.



# The Community

Burlington is a mid-sized community of approximately 60,000 people, located along Interstates 40 and 85 in



central North Carolina. Only 25 minutes from either the Raleigh-Durham or Greensboro metro areas and only three hours from both the mountains and the coast, Burlington is in the center of anywhere you want to be. Burlington offers a high quality of living at an affordable price featuring vast recreational opportunities, retail and cultural amenities, nationally ranked healthcare facilities, and direct access to superior universities.

The City of Burlington was founded in 1893 as a railroad maintenance hub. The community has a deep textile heritage but has evolved with the changing economy and is now home to many nationally recognized companies such as LabCorp, Honda Aero, Carolina Biological, and Glen Raven/Sunbrella.

The City operates under a Council-Manager form of government and is led by a five-member City Council elected at-large. Burlington is a full-service municipality with 17 departments: administration, finance and risk management, human resources, city clerk, economic development, information technology, inspections, planning, engineering, transportation, public works, animal services, water resources, legal, police, fire, and recreation & parks.



## Compensation and Benefits

- Salary for this position will be established commensurate with experience and qualifications of the selected candidate. Salary range of \$79,955.79 - \$125,330.40. New employees receive 2.5% increase after successfully completing their 6 month probational period.
- Comprehensive benefits package including state retirement, health, dental, flexible spending, tuition reimbursement up to \$4,000 per year, on-site health clinic, life insurance, long term care and various voluntary benefits. The City offers a generous leave program including 12 vacation and sick days per year, as well as 12 paid holidays.
- The City of Burlington offers 5% of pay as a city paid contribution to the employee's 401-K program managed by NC Office of the State Treasurer.
- Annual training, required licenses, city cell phone and more.

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