



Town of Cary
PLANNER I

SALARY	\$28.29 - \$46.68 Hourly \$58,843.20 - \$97,094.40 Annually	LOCATION	Cary, NC
JOB TYPE	Regular, Full-Time	JOB NUMBER	24-02152
DEPARTMENT	Planning	OPENING DATE	06/03/2024
CLOSING DATE	6/30/2024 11:59 PM Eastern	FLSA	Exempt
BARGAINING UNIT	N/A		

Description

Cary is recruiting a collaborative, innovative and passionate **Planner I** 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 collaborative and passionate planning professional to join our 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 a Principal Planner and requires independent judgment and discretion in the performance of duties.

Anticipated Hiring Range: \$58,843.20 - \$70,345.60

Typical Tasks

- Reviews and approves development plans and implements the Town's architectural, landscaping, lighting, and site design standards;
- Assists in the writing and preparation of staff reports and supporting materials for boards, commissions, and Town Council;
- Applies the Town's Land Development Ordinance (LDO) and provides technical support to citizens and developers regarding zoning and development-related matters; performs technical research on issues;
- Research best practices in development regulations, including other municipalities' ordinances in support of potential Town ordinance amendments; assists in the preparation of staff reports for amendments;
- Provides assistance with the review of rezonings and annexations;
- Provides assistance for public hearings, neighborhood meetings, and open houses as needed;
- Clerk for one or more of the following boards: the Zoning Board of Adjustment, Planning and Zoning Board, and/or Historic Preservation Commission including meeting preparation and coordination, scheduling monthly meetings, and preparing meeting minutes;
- Update Planning and Development webpages for public hearing notices and calendar events; ensure that the website is edited for accuracy and appropriate communication to the public, along with required public notices are posted;
- Coordinate and plan virtual neighborhood meetings and prepare presentation materials;
- Review various permits including building permits, sign permits, accessory use permits, and zoning verification letters;
- Assign street names and addresses for new development projects and assist with address changes;
- Perform other job-related tasks as required.

Knowledge, Skills and Abilities

General knowledge of the philosophies, principles, practices and techniques of land use planning, planning research, zoning, and annexations; general knowledge of municipal planning, landscape architecture practice, and urban design; general knowledge of local development ordinances and development process; general knowledge of annexations laws; general knowledge of statistical methods and their application; general knowledge of the sources of data and information; ability to use GIS to research land/property records; ability to read and interpret ordinances, statutes, plans, etc.; ability to plan, organize, carry out complex research projects effectively and simultaneously; ability to communicate effectively in oral, written, and graphic form; ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, developers, and members of the general public.

Minimum and Preferred Qualifications

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, geographic information systems, public administration or closely related field and some experience in planning, public administration, or landscape architecture.

Preference will be given to candidates with the following:

- Strong organizational skills with an eye for detail;
- Self-starter and ability to work well under pressure;
- Experience with Microsoft Office products and agenda/minutes software.
- Effective oral, written and interpersonal communication skills with a focus on customer service;
- Desire to seek out, foster and implement process improvements;
- Desire to build collaborative groups within the organization;
- Ability to learn and adapt in an agile environment;
- Ability to take accurate meeting minutes;

- General knowledge of governmental laws and services that pertain to the community, economic viability and the planning process;
- Experience with development plan review;
- Researching and applying local planning ordinances

Requires drug testing and background check (which may include a criminal check and education verification) prior to employment.

Requires a valid driver's license with an acceptable driving record also is required.

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.

Cary ensures equal employment opportunities (EEO) are provided to all employees and applicants for employment without regard to age, sex, race, color, religion, national origin, disability, political affiliation, marital status, veteran status, or genetic information.

Agency

Town of Cary

Address

316 N. Academy Street, Human Resources

Cary, North Carolina, 27513

Phone

919-469-4070

Website

<http://www.carync.gov>

PLANNER I 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**

Do you have professional planning experience? If yes, details must be included in the work experience section of your

Yes

No

***QUESTION 4**

Do you have experience applying and researching ordinances? If yes, details must be included in the work experience section of your application.

Yes

No

***QUESTION 5**

What motivated you to apply for the Planner I position at Cary?

* Required Question