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| POSITION | | Planning Services Administrator | |  |  | |
| SALARY | $75,955.79 - $125,330.40 Annually | | LOCATION | | | Burlington, NC | |
| JOB TYPE | Full-time | | JOB # | | | 2024-00100 | |
| DEPARTMENT  CLOSING DATE | Planning  6/14/2024 11:59 PM Eastern | | OPENING DATE  CLASSIFICATION | | | 05/31/2024  Non-Essential | |

* Are you confident, innovative, detail-oriented, and have the ability to problem solve?
* Are you a leader and looking to mentor and manage a dynamic planning team?
* Are you interested in shaping the future of a growing City?
* If so, we want you to join our team as a Planning Services Administrator!
* **What you will do:**

The Planning Services Administrator 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 staff person may also function as a deputy for the Planning Director, as needed.

# Examples of Duties:

* 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.
* 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.
* Prepares reports on operations and activities, recommending improvements and modifications and participates in budget preparation and administration, monitors, and controls expenditures.
* 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. Ensuring the proper policies and procedures are maintained, updated, and administered related to annexations, related utility agreements, historic preservation, etc.
* 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.
* Creates new approaches to permitting, and development review.
* Managing consultant contracts and attends evening meetings, as needed.
* Provides overall management of division-related planning issues and advises the Planning Director on all planning- related matters and serves as acting Planning Director in their absence.
* Performs additional duties as required.

# Qualifications:

# Understanding of State Statutes and its applicability to planning practice.

* Thorough knowledge of specialization such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation, or economic development.
* 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.

# Minimum Requirements:

* Bachelor’s degree in planning, public administration, or a related field.
* At least 5 years’ experience in planning, zoning, or equivalent in a municipal agency.
* Valid North Carolina Driver License.
* American Institute of Certified Planners (AICP) or ability to obtain within one year.
* Certified Zoning Official (CZO) certification through the North Carolina Association of Zoning officials or ability to obtain within two years.

# Preferred Requirements:

# Master’s degree in planning, public administration, or a related field.

# 3-4 years of supervisory experience.

# Supplemental Information:

* 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.

PO Box 1358

Burlington, North Carolina, 27216-1358

## Website

[http://www.burlingtonnc.gov](http://www.burlingtonnc.gov/)

## Phone

336-222-5105