



## Town of Clayton Planner II

<b>SALARY</b>	\$30.63 - \$38.25 Hourly \$63,711.00 - \$79,560.00 Annually	<b>LOCATION</b>	Clayton, NC
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	24
<b>DEPARTMENT</b>	Community Development	<b>DIVISION</b>	Planning
<b>OPENING DATE</b>	08/30/2024	<b>CLOSING DATE</b>	9/22/2024 11:59 PM Eastern
<b>HIRING PAY</b>	\$79,560.00		
<b>RANGE UP TO:</b>			

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### Description

- \* Salary Grade **SG114**\* \* Recruitment Range: **\$63,711.00 - \$79,560.00\***
- \*\* Salary offered will be determined based on directly related experience \*\*
- \* Work Location is Town Hall Clayton, NC (Johnston County) \*

The Town of Clayton is seeking applicants for a **Planner II** for the **Planning Department**. The Town of Clayton employs more than 300 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

### Duties & Responsibilities

An employee in this class performs journey-level planning work on a variety of projects for current and long-range planning efforts. Work involves conducting plan review, coordinating or participating in the Technical Review Committee; assisting citizens and developers with various issues; conducting studies for land use, zoning, annexation or other issues; and providing staff assistance to advisory boards and the public. Work is distinguished from the Planner position by the level related to the complexity of projects assigned and the independence allowed in the work. Work involves providing technical guidance to department staff, and considerable public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. The role also includes developing a favorable relationship between the Town and the community.

- Reviews new and existing development applications to include subdivision plans, site plans, rezoning applications, special and conditional use permits, variances, and administrative amendments to ensure compliance with the Town's Unified Development Code, Comprehensive Plan and other long-term plans.

- Conducts pre-application meetings with prospective development applicants; actively participates in Technical Review Committee and provides comments on all development plans under review; coordinates with other departments to resolve conflicts or concerns regarding development applications and to ensure consistency among review comments.
- Researches and prepares detailed staff reports for decisions by management or boards regarding land use, zoning, housing, and environmental impact.
- Presents development applications and staff reports to Planning Board and Town Council including presenting in quasi-judicial hearings; answers questions; informs development applicants of Board decisions.
- Prepares legal ads for development applications and prepares notices to adjacent property owners to ensure compliance with state statutes.
- Responds to inquiries from citizens, developers, engineers and others to answer questions and provide interpretation of Town codes.
- Works with other Town staff to improve development process and assists in creating checklists, forms and other internal processes for on-going improvement in the development review process.
- Performs final on-site inspections for development projects for new developments to ensure compliance with approved plans.
- Works on various long-range planning tasks as assigned.
- Researches and prepares ordinance amendments for Town's Unified Development Code and presents proposed amendments at Town Council meetings.
- Performs additional duties as assigned.

## **Special Requirements, Education & Experience**

- Well developed knowledge of the Town's zoning, land use plan and other related ordinances and codes.
- In-depth knowledge of the principles and practices of community and public sector planning.
- Considerable knowledge of principles and practices of research and data collection and the ability to present technical data and planning recommendations in public meetings.
- Considerable knowledge of governmental laws, programs and services pertinent to community and economic development and the planning process.
- General knowledge of computer programs, to include Microsoft Office products, Internet applications, AutoCAD and GIS.
- Knowledge of the political, social and economic implications of planning.
- Considerable skill in conflict resolution, meeting facilitation and public presentations.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with regulations and to apply regulations to field conditions.
- Ability to enforce codes with firmness and tact.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

- Ability to attend to details while keeping big-picture goals in mind.
- Ability to express ideas effectively in oral and written forms.

## EDUCATION & EXPERIENCE

- High School Diploma or GED required.
- Bachelor's Degree in Urban and Regional Planning or Landscape Architecture, or Geography or closely related major field required.
- Master's Degree in Planning, Public Administration, Geography, or closely related major field preferred.
- Membership in the American Institute of Certified Planners (AICP) and North Carolina Association of Certified Zoning Officials (CZO) is not required but preferred.
- Also requires a minimum of 4 years local government or private sector planning experience with a bachelor's degree and 2 years with a master's degree.
- An equivalent combination of education and directly related experience will be considered.

**\*SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE\***

<https://www.townofclaytonnc.org/>

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time."

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

**Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.**

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### Agency

Town of Clayton

### Address

111 E Second St,  
PO Box 879  
Clayton, North Carolina, 27528

**Phone**  
919.553.5306

**Website**

<http://townofclaytonnc.org>

## Planner II Supplemental Questionnaire

**\*QUESTION 1**

**How many years of experience do you have working in a municipality?**

**\*QUESTION 2**

**Are you a member of the American Institute of Certified Planners (AICP)?**

- Yes  
 No

**\*QUESTION 3**

**Are you a Certified Zoning Official (CZO) in the State of North Carolina?**

- Yes  
 No

**\*QUESTION 4**

**Briefly describe your professional planning experience and how it relates to this position:**

**\*QUESTION 5**

**Briefly describe your experience working with online and electronic permitting systems:**

**\*QUESTION 6**

**Briefly describe your experience making public presentations to appointed and elected officials:**

**\*QUESTION 7**

**Please include a cover letter and resume in your application submittal. If you did not, please do so prior to submitting your application.**

- Yes  
 No

**\*QUESTION 8**

**Are you willing to accept the position if offered at the recruiting salary pay range \$63,711.00 - \$79,560.00?**

- Yes  
 No

\* Required Question