

PLANNER – 1511

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work in the administration of local ordinances with respect to zoning, subdivision, soil erosion, nuisances, vehicles, abandoned structures, storm water, and a variety of assignments; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 20 pounds and up to 10 pounds frequently or constantly to move objects; work requires fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing land use related plans and applications; ensuring compliance with ordinances, statutes, and regulations; performing inspections; providing professional planning services; gathering and analyzing data; providing staff support to boards and committees; administering ordinances.

Reviews and issues development and related land use permit applications, site plans, subdivision plats, soil erosion and storm water plans and permits, etc. and coordinates plan review committee.

Examines applications for compliance with established plans and ordinances, and applicable local, state or federal regulations;

Issues addresses for new construction, maintains address maps and files, and ensures correct street names;

Administers minimum housing, abandoned structures, zoning, subdivision, vehicle, storm water, nuisance, and soil erosion ordinances;

Schedules hearings and actions; enforces compliance with regulations; prepares reports and related data as required;

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public;

Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons;

Provides staff support to the Planning Commission, City Council and Subdivision Review Board;

Conducts GIS projects in land use planning and other activities;

Assists in maintaining the database of information for planning purposes;

Solicits input from appropriate staff;

Responds to local citizens inquiring about local planning and zoning regulations and ordinances;

Maintain reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of planning, zoning, housing, vehicle, nuisance and soil erosion codes; general knowledge of civil processes related to enforcement activities; general knowledge of current literature and recent developments in the field of planning and zoning; some knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates, and the general public; ability to read and interpret construction plans; ability to enforce codes with tact and diplomacy.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and some experience in professional planning and code enforcement work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.