

## **Town Planner**

### **Primary Reason Why Classification Exists**

To perform difficult professional and administrative long range and current planning work for the Town.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes and perform the planning and development activities including current and long range planning programs involving physical, economic and social future of the Town. Work involves high level professional planner responsibilities in the formation, installation, modification and improvement of the Town's growth and development. Duties include staffing and consulting with boards and committees on development issues in the Town including zoning, subdivision, transportation, park and open space, community appearance, and related issues. Work involves coordination with a variety of other regional, local and state jurisdictions and agencies, considerable knowledge of the planning field, GIS, and local ordinances, and extensive public contact skills, facilitation, and conflict resolution skills. Work is performed in an office environment under the general supervision of the Town Manager and is evaluated through conferences, reports, and progress on planning issues and projects.

### **Illustrative Examples of Duties**

- Plans and organizes project activities; establishes goals and objectives; recommends and administers policies and procedures; develops and recommends budget for equipment, materials and supplies, and monitors expenditures.
- Provides advice to Town Manager, Council, Planning Board, Board of Adjustment, Tree Committee, and various other appointed committees; deals with the public on controversial issues; performs ETJ, annexation and other studies.
- Researches, writes and recommends ordinances related to zoning, subdivision regulations, appearance, park and open space development, noise, transportation, streetscape, economic development, and other growth and development issues; writes or coordinates preparation of land use plan, land development ordinance and/or comprehensive plan; designs and facilitates public input meetings.
- Interprets and enforces zoning, subdivision, and related ordinances; inspects sites for conformance; enforces ordinances related to signs, overgrown lots, nuisance vehicles, appearance standards, etc.
- Serves as technical support to the Planning Board, Board of Adjustment, other appointed committees, other Town departments, and civic groups on planning, zoning, and related matters.
- Performs grant development and administration.
- Establishes and manages various procedures for zoning permits, coordination of permit review and approval process; plans, organizes and coordinates development review processes, technical review processes and related current planning processes.
- Confers with engineers, developers, architects, a variety of agencies and the general public in obtaining information and coordinating planning matters; coordinates activities with County and surrounding jurisdictions; participates in plan review process.
- Conducts special studies; researches complex planning problems; prepares a variety of

comprehensive reports.

- Responds to and resolves difficult citizens' inquiries and complaints regarding planning matters.
- Establishes, maintains, and operates GIS system to obtain information, prepare visual layouts, and maintain and updated maps.
- Participates in building inspections when needed because of workload.
- Performs related duties as required.

### **Knowledges, Skills, and Abilities**

- Thorough knowledge of the principles and practices of planning, land use, and zoning related to long range planning, current planning, and the comprehensive planning process.
- Considerable knowledge of the applications of information technology to the work including GIS, planning, map preparation, document production, data base and statistical analysis.
- Working knowledge of the laws and regulations in building inspections and local code enforcement.
- Working knowledge of the Town's budgeting and purchasing policies and procedures.
- Skill in collaborative conflict resolution and meeting facilitation.
- Skill in facilitating committees, tasks forces, and other groups to build consensus and in public presentation.
- Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.
- Ability to communicate effectively in oral and written forms; to make public presentations; to interpret planning, zoning and building inspection policies to officials and the general public.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
- Ability to establish and maintain effective working relationships with contractors, developers, property owners, other town staff, officials, and the general public.

### **Physical Requirements**

Work is generally light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee must be able to perform normal bodily movements such as standing, stooping, crouching, crawling, bending, kneeling, and other movements. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, visual inspection of small defects and parts, and user measurement devices. Employee must be able to speak with others, hear spoken words, and read words and data.

### **Working Conditions**

Employee is subject to inside and outside working conditions. Most of the work is performed outside in both cold and hot weather conditions. The employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to atmospheric

conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and to injury by walking on uneven grounds, high weeds, and dilapidated buildings.

### **Education and Experience**

Graduation from a four year college or university with a major in planning, geography, landscape architecture, or related field and experience in municipal, county or regional planning; or an equivalent combination of education and experience. Master's degree in urban planning preferred.

### **Special Requirements**

- Must possess a valid driver's license Recognized in the state of North Carolina
- Prefer certification or ability to obtain from the American Institute of Certified Planners.
- Ability to obtain standard level I electrical, building, plumbing and mechanical inspection certifications

**FLSA Status:** –Nonexempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The Town of Beech Mountain reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2015