Planner

The Edgecombe County Planning, Inspections & E911 Addressing Department is accepting applications for a full-time Planner. This position will work closely with the general public, property owners, developers, civil engineers, landscape architects, surveyors, real estate agents, contractors and others who inquire about the County’s land use, zoning, floodplain management, housing development, transportation related activities and permit requirements. Work will involve interpreting the Unified Development Ordinance (UDO), determining zoning and issuing a variety of permits.

Duties include: performing a variety of professional, technical and administrative duties associated with planning and zoning administration, assisting customers with land use and zoning regulation interpretations; reviewing and issuing residential and commercial zoning compliance permit requests; preparing vicinity maps using ESRI’s ArcGIS software; researching records and enforcing zoning ordinances and policies; presenting cases at Planning Board and Board of Adjustment meetings; and performing related tasks as required. This position requires knowledge of land use and urban and regional planning theories and the ability to analyze planning issues and present effective solutions.

A minimum of a bachelor’s degree from an accredited college or university degree in urban and regional planning or related field and considerable administrative experience preferable in professional city and/or county planning; or equivalent combination of education and experience.

Valid North Carolina driver’s license, pre-employment drug testing and background check required.

A detailed job description is available upon request.

Starting Salary: $31,050 or possibly higher depending on experience and credentials. Compensation for full-time employees includes excellent benefits that total over $10,000 annually.

Interested candidates must complete and submit an Edgecombe County Application Form along with a resume. The application may be obtained online at www.edgecombecountync.gov.

Apply for this position