

# COMMUNITY DEVELOPMENT PLANNER

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Position Code: 2362

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 355

Location: Planning

Approval Date: 2023

## **General Statement of Duties**

Performs responsible technical work requiring independent judgment in the administration of community development initiatives, community development program oversight, and supervision of the Town's code enforcement program.

## **Distinguishing Features of the Class**

An employee in this class is responsible for overseeing various community development initiatives, helping to enhance the Town's community development program, and managing and supervising code enforcement efforts that include the Unified Development Ordinance, Minimum Housing Code, Commercial Maintenance Code, and applicable sections of the Town's General Code. An employee in this class is also responsible for acting as staff liaison to and/or serving on various boards and committees, including Town and regional boards and committees. Work is performed under the general supervision of the Planning and Community Development Director and is evaluated through grants obtained and proper administration, citizens served by the program, community cleanliness, successful violation actions, and feedback from the public.

## **Duties and Responsibilities**

Implements the various programmatic activities that are part of the Town's community development initiatives.

Researches best practices in the community development, affordable housing, and related fields.

Drafts updates to Town policies, programs, and initiatives.

Manages budgets, contracts, and grant funding for various program activities.

May be responsible for collecting and maintaining confidential and sensitive personal information from program customers.

Works with various Town staff on a wide range of project activities, that may include, but not limited to, affordable housing construction, land acquisition, property cleanup, recycling programs, loan/grant programs, utility upgrades, and existing home repairs.

Attends board and committee meetings as needed, serving as staff liaison to various boards and committees. Night and/or weekend meetings can be expected.

May assist with economic development projects, programs, and initiatives.

Manages the Town's Code Enforcement Program and associated cleanup events.

Supervises Code Compliance staff and any associated contracts.

Investigates alleged violations of the Unified Development Ordinance, Minimum Housing Code, Commercial Maintenance Code and applicable sections of the Code of Ordinances and advises landowners/applicants of necessary corrective measures. Also utilizes enforcement procedures as appropriate to obtain compliance.

Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

Testifies, as necessary, at public and judicial hearings.

Maintains and updates applications and applicable plan and permit resource guides or manuals.

Works on special projects as assigned by the Planning and Community Development Director.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Considerable knowledge about affordable housing initiatives, community development programs, and barriers to home ownership.

Considerable knowledge of the Town, the Town's various ordinances, and State minimum housing standards.

Ability to work with non-profit and for-profit entities and companies on a variety of community development initiatives.

General knowledge of the principles and practices of planning and zoning.

Skill in technical writing, ordinance drafting, program development, and other similar document drafting.

Some knowledge of the environmental and socioeconomic implications of the planning process.

Demonstrated ability to investigate potential zoning and code violations, analyze findings, interpret regulations and take appropriate action.

Ability to establish and maintain effective working relationships with coworkers, various Town staff, elected/appointed officials, and the public.

Skill in budgeting and project management that will allow successful housing construction, land acquisition, grant programs, and other community development program elements.

Ability to explain, listen, and respond accordingly relevant to the situation, need, and request.

Ability to enforce regulations tactfully and to diffuse volatile situations with angry citizens.

Ability to express ideas effectively in oral and written forms, and to make presentations.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform 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.

Must possess the visual acuity to prepare and analyze data; prepare reports, operate a computer, and use a measuring devise, and observe work for completeness.

### **Minimum Education and Experience**

Bachelor's degree from an accredited college or university in planning, public administration or related field, and one to three years of related experience. Experience managing budgets, grants, and/or projects preferred. Master's Degree preferred.

### **Special Requirements**

Possession of a valid North Carolina driver's license.