

PLANNER 3

Position Code: 2746
WC Code: 9410
FLSA Status: Exempt
Pay Grade: 356
Location: Planning
Approval Date: 2022

General Statement of Duties

Performs highly responsible professional work requiring independent judgment in conducting major activities in the land development, current planning, ordinance administration, comprehensive planning, GIS, community development, transportation, and/or other high-level planning functions.

Distinguishing Features of the Class

An employee in this class may supervise, manage, and provide oversight to staff directly assigned to current planning, code enforcement, long-range planning, transportation planning, GIS, community development, and/or comprehensive planning core processes. Supervision may be exercised over other staff. Performance is reviewed by analysis of activities accomplished and periodic conferences.

Duties and Responsibilities

The following duties are normal for this position; however, these are not intended to be construed as exclusive or all inclusive. Other duties may be required or assigned.

Ensures that private development, Town projects, and/or regional projects follow adopted regulatory and policy documents governing land use and development activity with the Town's zoning jurisdiction, land use and transportation plans, community development and affordable housing programs and initiatives, small area plans and long-range planning documents.

Administers the Town of Mooresville Zoning Ordinance, applicable portions of the General Code of Ordinances and other adopted regulatory and policy documents governing land use, land development, community development programs, affordable housing, and other applicable functional areas within the Town's corporate and zoning jurisdiction.

Works closely with a wide variety of development interests, property owners, officials, and the public through the facilitation of meetings to gain input, consensus, and ordinance and policy compliance.

Acts as staff liaison to various Town boards and commissions including the Board of Commissioners, Planning Board, Board of Adjustments, Historic Preservation Commission, Environmental Protection Commission, Beautification Committee, regional/local transportation committees/organizations, community development organizations, HOME Consortium, or others as assigned.

Coordinates and facilitates meetings with elected officials, appointed officials, and/or the general public.

Provides analysis, research, ordinance and policy drafting, and other high-level functions within the Department on a wide range of issues and topics.

Provides key coordination and technical support in implementing plans, policies, goals, and ordinances for land development, zoning administration, code enforcement, GIS, community development, and/or transportation planning, including facilitation scope of work and coordination of staff resources.

Responds to requests for information from the Town Board, outside organizations and other department, outside consultants, developers, and citizens; and is responsible for either conducting or coordinating the presentation of all associated materials.

Prepares and presents formal and informational presentations to the public, committees, and Town Board.

Performs other duties as requested.

Depending on assignment, specific duties and responsibilities may include:

Coordinates and manages the land development and zoning administration core process, rezoning, conditional use permits, and other processes and approvals necessary for land development and implementation of the Town's zoning and land development regulations.

Procurement and management of contracts for consultants and contractors.

Apply for and manage grant applications, including ensuring adequate documentation for reporting and applicable agency regulations.

Oversees long-range planning activities, including, but not limited to, the Town's Comprehensive Plan, Small Area Plans and studies, and other long-range planning documents and efforts.

Manages a wide variety of projects related to planning, land development, community development, code enforcement, historic preservation, and GIS including, but not limited to strategic plans, ordinance drafting, standard operating procedures, site designs, construction projects, and funding programs.

Supervises staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff have adequate support, helping to develop leadership skills, and working with staff to ensure that they are moving towards achieving their career goals.

Oversees affordable housing, home repair programs, and other community development initiatives and programs.

Reviews technical reports, data, and studies, including, but not limited to transportation impact analysis reports, environmental studies, geotechnical reports, census data, housing studies, and strategic plans.

Maintains, updates, and implements the Town's Comprehensive Transportation Plan (CTP). Conducts other associated transportation and land use related studies and surveys.

Provides transportation and land use related information to local governments, other organizations, and the public, including GIS map analyses, travel models, corridor and intersection capacity analysis, budgets, planning work programs, and other similar items.

Recruitment and Selections Guidelines

Knowledge Skills and Abilities

Extensive knowledge of laws, ordinances, principles, and best practices related to areas of responsibility.

General knowledge of local government operations and organization.

General knowledge and skill in the use of Geographical Information Systems.

Understanding of plans, plats, technical drawings, design details, land design, and construction terminology.

Understanding of the municipal budgeting process.

Ability to support, supervise, lead, and develop other staff members.

Ability to establish and maintain effective working relationships with various member of the public, Town officials, Town staff, and members of elected and appointed boards.

Ability to effectively communicate, orally, and in writing.

Physical Requirements

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to life, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, perform site inspections, and do extensive reading.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in planning, landscape architecture, or architecture and seven to ten years of experience in planning, site design, and/or development review. Prefer one to three years of supervisory experience and applicable professional certifications.

Special Requirement

Professional qualified certification by the American Institute of Certified Planners within one year of hire or similar professional certification, based on job focus.