

PLANNER

General Statement of Duties

Performs general paraprofessional and technical planning work for the Town.

Distinguishing Features of the Class

An employee in this class assists in the development, planning, zoning, GIS, and other related development programs for the Town. Work involves providing staff assistance for the orderly long range growth, redevelopment and current development of the Town. Work involves conducting studies, participation in enforcement of zoning and related codes, planning, design projects, and grants administration. Work also includes representing the town in intergovernmental activities such as working with infrastructure, transportation, coastal issues, and land use issues with other governmental officials.

Employee must exhibit considerable tact, firmness and fairness in dealing with citizens, designers, and contractors. Work includes considerable public contact, requires knowledge of planning and zoning regulations and GIS technology, and involves working in inside and outside environmental conditions. Work is performed under regular supervision of the Planning Director and is evaluated for technical knowledge, accuracy in database maintenance, and preparation of materials.

Duties and Responsibilities

Essential Duties and Tasks

Assists in the preparation and review of comprehensive planning elements relating to a broad spectrum of social, economic, physical, infrastructure, transportation, recreation, and community facility concerns.

Assists in the coordination of the technical review of plans of developers and property owners with other departments to ensure compliance with approved codes and quality development regarding utilities, fire protection, streets, sidewalks, traffic, etc.

Creates and maintains a wide variety of databases and maps for assistance in planning decisions, documentation, and presentation including corporate limits maps, zoning maps, sidewalk inventory, potential population, transportation, land use, and other maps and data bases; maintains and archives GIS data; imports GIS data from other sources and software packages; inputs building permits data.

Performs zoning code enforcement; enforces CAMA regulations, storm water regulations, sign ordinances, maritime forest protections, dune protections and related regulations; conducts landscape inspections to ensure compliance with Town regulations and to enhance the beauty of the Town; conducts or assists with various zoning code enforcement activities.

Assists with daily inquiries from the public on general zoning and planning questions; answers telephone calls and assists the public.

Checks submitted drawings and plats and reviews for basic information and accuracy; coordinates the processing of drawings and plats among Planning staff, Town departments, developers, engineers and surveyors.

Assists in conducting planning studies and preparing reports.

Maintains and creates GIS data base overlays as needed; responds to requests for creating maps by the Planning Department and other departments.

Posts and removes rezoning signs for rezoning requests, within time frames required by ordinance.

Assists in the preparation of information for various committee and public meetings; researches and prepares documents, maps, and presentation materials; copies packets and information for agendas and meetings; assists with set-ups and visual presentations.

Additional Job Duties

Performs related duties as required, assigned or directed by Town Manager.

Planner

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

Considerable knowledge of GIS data base systems and ability to update and create maps using GIS software.

General knowledge of the principles and practices and applicable laws of public sector land use and community planning.

General knowledge of governmental laws, programs, and services pertinent to community and economic development and the planning process.

Working knowledge of the application of information technology to office and research work including the use of various software, hardware, and peripherals including GIS, spreadsheets, data bases, word processing, and presentation software.

Some knowledge of drafting/design techniques and procedures.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.

Ability to interpret local ordinances, rules, and regulations.

Ability to enforce ordinances with tact and firmness.

Ability to read blueprints, tax maps and other site-related drawings.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

Ability to work effectively with public officials, member staff, employees and the general public.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and or up to 10 pounds of forces constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Desirable Education and Experience

Graduation from an accredited college or university with a degree in planning, geography, engineering, environmental technology or related field and some experience with GIS software.

Special Requirement

Possession of a valid North Carolina drivers license.

Zoning Official Certification desired within twelve months of employment.

Atlantic Beach