

Town Planner Town of Elizabethtown

Salary Range: \$40,537 - \$59,997

Position: Full Time

Fair Labor Standards: Exempt

Job Description:

This position serves to inform citizens and others of the processes, best practices, and principals of land use and development in Elizabethtown.

An employee in this class performs technical and administrative work interpreting and enforcing zoning ordinances, land use and development ordinances, and the Town's environmental codes. They are accountable for reviewing and permitting land uses within the Town and the Town's Extraterritorial Jurisdiction (ETJ). This position is collaborative in nature yet demands individual competency. Work is performed under general supervision by the Town Manager. This classification is considered Exempt in compliance with the Fair Labor Standards Act (FLSA).

Essential Tasks and Responsibilities

- Contributes to interpreting and enforcing the Elizabethtown Code of Ordinances.
- Serves as the first point-of-contact when engaging the development community, the public and Town staff for land use and zoning related matters.
- Serves as a primary point-of-contact for all permits, construction, business establishment and business expansion.
- Reviews land use entitlements, requests, and permits for completeness and conformance with ordinance requirements and guidelines.
- Explains land use regulations in a consistent manner based on precedence of interpretation and established land use principles to the public and others.
- Guide's property owners and developers through the process of developing property in accordance with all applicable rules and regulations including the subdivision of property.
- Reviews site plans, subdivisions, building permits, construction plans and other compliance requirements.
- Performs research and conducts field investigations to resolve matters of non-compliance.
- Serves as staff liaison and advisor to the Zoning Board of Adjustment, Planning Board, meets with applicants, prepares agendas, case files, presentations, staff reports, and all necessary documents to the departments various Boards, Commissions, and Town Council.
- Creates new approaches to permitting and development review.
- Represents the Town and the Department in a professional manner.

- Performs additional duties as required.

Knowledge, Skills, And Abilities

- Knowledge of principles and practices pertaining to land use and zoning administration.
- Knowledge of land use development, subdivisions, and enforcement.
- Knowledge of Microsoft Office, Adobe Creative Cloud, Google Earth, ArcGIS Online, and Esri Field Apps
- Knowledge of Geographical Information Systems (GIS) would be beneficial.
- Ability to communicate effectively in oral and written forms.
- Ability to organize and prioritize work and meet specific deadlines.
- Ability to work accurately and effectively under pressure.
- Ability to establish and maintain effective working relationships with the public and all Town staff.

Qualifications and Requirements

- High School Diploma or GED (an associate degree in Planning, Public Administration, Geography, Engineering, or a related field is preferred.)
- Experience in planning, zoning, and code enforcement preferred.
- Experience with local government preferred.
- Valid North Carolina Driver License is required.
- Ability and willingness to obtain certain planning and zoning certifications within two years of employment.

Physical Requirements and Working Conditions

Work typically involves the ability to physically perform the basic life operational functions of reaching, walking, fingering, grasping, feeling, talking, hearing and repetitive motions. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.

Please visit our Town website at www.elizabethtownnc.org and download the [Town Application](#) Email your application, cover letter, and resume to Erin Deaver with Human Resources at ebattle@elizabethtownnc.org

If you need more information or have any questions call Erin Deaver at the Town of Elizabethtown (910) 862-2066, ext. 2019.