

PLANNER II

Position Code: 2745

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 356

Location: Planning

Approval Date: 2019

General Statement of Duties

Performs highly responsible work requiring independent judgment in conducting major activities in the development services or zoning administration, and comprehensive planning core processes.

Distinguishing Features of the Class

An employee in this class would supervise, manage and provide oversight to staff directly assigned to the development services, or zoning administration, and comprehensive planning core processes. In particular, responsibility for the administration of the development review, rezoning and conditional-use rezoning processes, or zoning administration and long-range planning processes. Supervision is exercised over other Planning staff. Supervision is reviewed by analysis of activities accomplished and periodic conferences.

Duties and Responsibilities

Coordinates and manages the development services planning core processes including the development review process, conceptual design, multi-departmental review, rezoning, staff analysis, scheduling, outside agencies, property owners, development interests, and design consultants for the Department.

Coordinates and manages the zoning administration and comprehensive planning core processes including code enforcement activity, consultant management, development of Small Area Plans and amendments, development of the Comprehensive Land Use Plan and amendments, community development, voluntary and involuntary annexations, and staff analysis for the Department.

Staff liaison to various Town boards and commissions including the Planning Board, Town of Mooresville Board of Commissioners, Board of Adjustment, Historic Preservation Commission, and Environmental Protection Commission as assigned.

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is training.

Ensures that the design of specific land development activities are compliant with the adopted regulatory and policy documents governing land use and development activity with the Town's zoning jurisdiction as incorporated in land use and transportation plans, small area plans and applicable zoning and design standards for development.

Ensures compliance with the Town of Mooresville Zoning Ordinance and applicable portions of the General Code of Ordinances and other adopted regulatory and policy documents governing land use and development activity within the Town's zoning jurisdiction.

Works closely with a wide variety of development interests, property owners, officials, and the public through the facilitation of meeting to gain input, consensus, and ordinance and policy compliance. Is the primary liaison for the Town and department.

Provides key coordination and technical support in implementing the land development or zoning administration and community development core planning processes, 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.

Performs other duties as requested.

Recruitment and Selections Guidelines

Knowledge Skills and Abilities

Extensive knowledge of codes related to areas of responsibility

Considerable knowledge of the principles and practices of various zoning and land use planning areas.

General knowledge of the principles and practices applied in the functioning of all phases of local government.

Skill in the use of Geographical Information Systems.

Skill in the use of drafting instruments.

Understanding of plans, blueprints and engineering terms

Understanding of the municipal budgeting process.

Ability to coordinate and supervise the activities of other staff members.

Ability to establish and maintain effective working relationships with various member of the public, county officials, 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, inspect sites regarding planning issues and do extensive reading.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in urban or community planning, landscape or architecture, five to seven years of experience in public sector planning and development review, and one to three years of supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Professional qualified certification by the American Institute of Certified Planners within one year of hire.