



PLANNING TECH

DEPARTMENT: Planning	REPORTS TO: Assistant Planning Director	
POSITION TYPE: Full-time	RANGE: \$45,999 – 68,997	FLSA STATUS: Non-Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

GENERAL DESCRIPTION: Waxhaw is looking for a highly organized, goal-oriented, entry level professional who is looking for an administrative position that offers opportunity for advancement in a planning career. This individual will perform professional planning of easy to moderate difficulty; a significant amount of time will be spent on administrative tasks and providing customer service to the public on planning related issues.

This position is intended to assist intermediate to senior level staff in the day-to-day operations of the planning department and will be highly flexibility in its role based upon the needs of the department. The successful candidate may also perform other more complex planning duties and will perform other related work as required. Work is performed under general supervision and includes team projects as well as projects expected to be completed independently. Position is commensurate with “Planner I” or “Associate Planner” title and roles.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Provides technical assistance and information to staff and the public in the administration of projects, policies and programs, areas, or ordinances by email, phone and in person
- Reviews zoning permit applications to assure compliance with requirements such as use, density, placement, signage and architectural elevations, etc.
- Performs routine office tasks including project tracking, file management, copying, mailings of letters and flyers
- Develops and maintains automated tracking systems, hard copy files and records and is pivotal in the transition of filing to records archiving
- Researches, organizes and compiles information on a variety of planning issues from multiple sources
- Prepares public notices and zoning verification letters
- Prepares and maintains maps, databases, charts, tables of limited complexity
- Attends and prepares agendas and minutes for Planning Board (3rd Monday of the month), Board of Adjustment (held on an as needed basis) and Historic Preservation Commission (2nd Thursday of the month) meetings, assisting other planning staff as appropriate
- Maintains Development Services website and adds pages as requested
- Prepares updates to the Unified Development Ordinance
- Prepare brochures, flowcharts, checklists and public education and informational literature on planning processes and issues; public engagement and education
- Site Plan and Plat review and tracking
- Creates, maintains and utilizes GIS shapefiles and databases as needed by the Assistant Planning Director and other planning staff.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of planning principles and practices; Knowledge of principles and practices of research and data collection and effective writing techniques; Strong organizational skills and computer skills which may include Microsoft Outlook, Office, Excel, Internet applications. Highly desirable: Adobe Suite including InDesign; and GIS. Soft skills include relationship building, team work, organization, ambition & self-motivation. Oral communication, interpersonal skills and writing ability to explain rules and procedures clearly to the public; Research and writing as well as problem-solving skills to gather relevant information to solve vaguely defined practical problems;

Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions; Ability to work on several projects or issues simultaneously and keep deadlines; Ability to work on team projects as well as individual assignments.

PHYSICAL REQUIREMENTS: Exertion of up to 20 pounds of force occasionally; work requires kneeling, reaching, standing, walking, and repetitive motions; operation of motor vehicles or equipment.

EDUCATION AND EXPERIENCE: A minimum two year associates degree in urban planning, architecture, geography, construction management, social sciences or related field. A minimum of two year's background in customer service, public outreach, administrative duties, plan review or zoning related work is also required. A bachelor's degree is preferred and may substitute for two years of experience.

SPECIAL REQUIREMENTS: Possession of an appropriate driver's license valid in the State of North Carolina and/or South Carolina. Ability to work evenings and other times as necessary and requested and/or approved by the Planning and Zoning Administrator.

BENEFITS: 5% 401k or 457 Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance, Professional Development and more.

CLOSING DATE: Open Until Filled

CONTACT AND SUBMITTAL INFORMATION

ONLINE (PREFERRED): Complete application, upload resume and cover letter at www.waxhaw.com

EMAIL: hr@waxhaw.com

HAND DELIVERY: 4218 Waxhaw-Marvin Rd, Waxhaw, NC 28173

MAIL:

Human Resources

PO Box 6

Waxhaw, NC 28173

TELEPHONE: 704-843-2195 ext. 269 or 297

Waxhaw is an Equal Opportunity Employer.

We invite you to join our team!