



TOWN of BELVILLE

Incorporated 1977

117-G Village Road
Leland, NC 28451

Telephone (910) 371-2456
Fax (910) 371-2474

PLANNING DIRECTOR

Nature of Work

This position requires professional, administrative and technical work in public planning. The employee occupying the position has the responsibility for acting as the town's planning and zoning officer. Work involves planning, administering, and coordinating both short-range and long-range community development and improvement programs and projects; gathering, interpreting, and preparing materials for planning studies, reports, shoreline management, land-use and development controls, environmental impacts, and annexation studies; and coordinating pertinent grant fund projects. Incumbent is also responsible for enforcing the town's zoning, subdivision, shoreline management, and environmental ordinances and their attendant supplements, policies and plans; processing and reviewing land-use and development applications for public hearings before the town's Planning Board and Board of Commissioners; and providing direct technical and professional support to the town's Planning Board. The work also requires supervision of one or more employees engaged in planning and community development. Effective working relationships with elected officials, land owners, developers, contractors, government agency personnel, town employees, and the general public is a necessary requisite for this position. The wage grade is 20 and the wage range is \$37,429.00 through \$53,385.00.

Controls Over Work

Under the general supervisory control of the Town Administrator, and within the framework of the governing federal, state, and local laws and the town's established ordinances, plans and policies, the incumbent exercises considerable latitude and independence in the organization and direction of the Planning Department, as well as planning for and performing the position's individual activities. Performance will be monitored by the Town Administrator for compliance with established internal policies and procedures and to ensure inter-municipal coordination and cooperation. Work is reviewed for soundness of professional judgment; compatibility of program and project recommendations with adopted ordinances, plans and policies; and effectiveness with subordinates, town officials, and the civic and business community. Work is subject to review for quality and timeliness of completed projects, effectiveness of personnel and program management, and general reaction of the public to the services rendered.

Essential Duties and Responsibilities

- Plans, organizes, and directs all activities of the Planning Department including the assignment, coordination, review, and evaluation of the work of subordinates. Conducts or coordinates special studies relating to planning and zoning and is responsible for the town's zoning enforcement.

- Reviews and recommends changes/additions to the town's zoning, subdivision and other control ordinances; cooperates with the Planning Board and Board of Commissioners in drafting, amending and updating the town's zoning and subdivision ordinances and other land-use plans and policies; coordinates planning input from other department heads and consultants; and organizes, schedules and participates in Planning Board meetings and hearings.
- Reviews land-use and development applications and recommends disposition as deemed necessary under appropriate legislative or quasi-judicial proceedings as required under state law or by the town's control ordinances.
- Prepares and administers the Planning Department's budget.
- Writes and reviews environmental impact statements and technical reports and makes final decisions on environmental issues.
- Reviews special permit and license applications pertaining to such matters as business and privilege licenses, demolition permits, etc.; approves those applications under the incumbent jurisdiction and forwards all others, with appropriate recommendations, to the Board of Commissioners or designated officials for approval.
- Organizes and implements effective tracking procedures for reviewing and processing approved and projected land-use and development plans and related construction to ensure compliance with the appropriate building codes, environmental laws and regulations, the Coastal Area Management Act, the town's zoning and subdivision ordinances and other statutory or regulatory requirements and supplements thereto.
- Produces relevant reports and maintains appropriate records of departmental activities; maintains records of all processed and issued approvals, licenses and permits; and procures or initiates development of necessary maps, blueprints, overlays and sketches pertinent to the town's planning and development programs and projects.
- Serves as principle representative of the town in coordinating with the county on planning matters occurring within or impacting upon the municipality. Implements goals, objectives, and policies pursuant to the town's Comprehensive Plan and provides long-range policy guidance to the Planning Board and Board of Commissioners by recommending and formulating amendments to the Comprehensive Plan.

Knowledge, Abilities, and Skills

- Thorough knowledge of the principles and accepted practices of public planning and of the socio-economic and legal aspects involved.
- Considerable knowledge of modern trends and literature in the field of planning.
- Considerable knowledge of federal, state, and local laws, codes, ordinances, regulations, and standards incident to municipal planning and development and the building trades.
- Ability to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and prepare comprehensive reports.
- Ability to plan, assign, and coordinate the work of subordinates.
- Ability to communicate well, both orally and in writing.
- Ability to gain and retain effective working relationships with employees, town officials, other municipal and governmental agency officials, and the general public.
- Ability to work on many projects at the same time in a dynamic and rapidly growing municipality.
- Knowledge of state ETJ and annexation laws and procedures.

Physical Demands and Work Environment

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather, normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing exposed and sometimes insecure walkways and platforms. May be required to wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

Qualifications Required

Minimum: Graduation from a four-year college or university with major course work in public administration, land-use planning, economics, engineering, or a related field and three years experience in duties related to the position. A Masters Degree in Public Administration or related field and AICP certification is preferred.