

TOWN OF BELVILLE - JOB DESCRIPTION

Title: PLANNER/ ZONING CODE ADMINISTRATOR

Department: Development **Pay Grade:** 17 **Work Type:** Full Time, Salaried **Status:** Exempt

Prepared by: Tracie Davis **Approved by:** Board of Commissioners **Approved Date:** 9/22/08

Employee Designation: Essential

NATURE OF WORK

This employee performs a variety of professional planning duties assuring compliance with various Town ordinances and regulations related to land development, preparing and presenting staff reports at public hearings and meetings, informing the public, land developers and others of various Town code and ordinance requirements, assisting in the development and revision of the Comprehensive Plan, and performing planning and coordination tasks for special projects and programs. Major emphasis is placed on providing excellent customer service, establishing and maintaining a high level of citizen participation and the ability to work effectively in a multi-disciplinary environment. Work is reviewed for soundness of professional judgment; for compatibility of program and project recommendations with adopted plans and policies; and for 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 programs management, and general reaction of the public to the services rendered.

SUPERVISION

Employee works under the direction of the Town Manager. Employee must be able to prioritize and schedule work deadlines, implement and follow the laws of the North Carolina regarding municipalities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- * Review and process various levels of land use applications for compliance with various codes; prepare and review developer agreements and surety documentation.
- * Research, prepare and present staff reports on current planning issues for the Planning Board, Board of Commissioners and other Town boards and commissions.
- * Review and provide input to environmental checklists submitted with applications.
- * Provide and interpret information orally and in writing to land developers and the public concerning Planning Department policies and regulations, zoning, subdivision, site plan review and other relevant land use related regulations.
- * Compose, edit and prepare a variety of written materials including reports, discussion papers, graphics and other materials.
- * Coordinate and assure the production of major planning documents and maps and administer related contracts.
- * Prepare draft ordinances to meet Town requirements.
- * Monitor the Code of Ordinances for effectiveness, accuracy and clarity; review proposed amendments.
- * Enforce zoning and land use regulations and other ordinances as required, including discussing complaints with members of the public, following up with field visits and related correspondence.
- * Assist in developing and enhancing computer programs and systems for use in the department; serve as liaison with data processing personnel in resolving computer problems and improving reporting and record-keeping capabilities.
- * Assist in analyzing and preparing reports on long-range planning issues including changes to the Comprehensive Plan and other land development policies and standards.
- * Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- * Principles and practices of municipal planning and zoning.
- * Research methodology as applied to the collection and analysis of planning data.
- * Source and availability of planning information.
- * Environmental impact assessment.
- * Modern office practices, procedures and equipment.

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- * Record-keeping techniques.
- * Oral and written communication skills.
- * Correct English usage, grammar, spelling, punctuation and vocabulary.
- * Public relations and interpersonal skills using tact, patience and courtesy.
- * Applicable laws, codes, regulations, policies and procedures.
- * Technical aspects of field of specialty.
- * Basic research methods.
- * Town organization, operations, policies and objectives.

ABILITY TO:

- * Collect, analyze and interpret planning data.
- * Organize and conduct various research studies.
- * Assist in development and revision of the Comprehensive Plan.
- * Prepare reports on current and long-range planning issues.
- * Communicate effectively both orally and in writing.
- * Read, interpret, apply and explain rules, regulations, policies and procedures.
- * Make effective oral presentations at public hearings and meetings.
- * Maintain records and prepare reports.
- * Establish and maintain cooperative and effective working relationships with others.
- * Analyze situations accurately and adopt an effective course of action.
- * Meet schedules and time lines.
- * Work independently with little direction.
- * Plan and organize work.
- * Work courteously and tactfully with customers and employees.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in planning, public administration or related field and two years increasingly responsible experience in municipal planning including preparation of comprehensive plan elements, land use policy, environmental analysis, zoning implementation or plan review and permit processing.

LICENSES AND OTHER REQUIREMENTS

Valid State driver's license.

WORKING CONDITIONS

Office environment; driving a vehicle to conduct work.

ADA COMPLIANCE

PHYSICAL ABILITIES: Speaking to deliver presentations; hearing and seeing to conduct work.

This job description does not create an employment contract, implied or otherwise.

The Town of Belville is an Equal Opportunity Employer