



EMPLOYMENT OPPORTUNITY

Job Title:	Planner I
Salary Range:	\$52,054-\$63,909 DOE
Status:	Grade 21, non-exempt, full-time
Deadline:	Open until filled

General Statement of Duties

Under the supervision of the Planning Manager, performs technical, administrative, and professional work in assisting with the activities of the Planning Division to ensure the orderly growth and efficient administration of Town resources. Work involves review of development plans, subdivision plans, and applications and assists in development application processes to ensure compliance with applicable Town regulations, ordinances, plans, and policies, explaining and interpreting ordinances, as necessary. Work also involves researching, compiling, and analyzing data and preparing reports and cases to present to various boards and other civic agencies. Gathers various data and compiles reports. Reports to the Planning Manager or their designee.

Distinguishing Features of the Class

Work includes site plan review, flood hazard mitigation, Coastal Area Management Act Local Permitting, subdivision review, issuing permits, answering questions from citizens and staff, and monitoring and enforcing specific codes within the Unified Development Ordinances. Considerable judgment, diplomacy, tact, and firmness are required in dealing with the citizens regarding sensitive subjects. Work is performed under the regular supervision of the Planning Manager and is evaluated through observation, review of records and reports, and in conferences. This position is considered non-exempt for purposes of compliance with the Fair Labor Standards Act.

Duties and Responsibilities

Essential Duties and Tasks

- Review development application submittals for compliance with the Town's Unified Development Ordinance (UDO).
- Administer UDO regulations including zoning, subdivision, and vegetation ordinances.
- Review applications for minor subdivisions and major site plans; review applications for compliance with various regulations, ordinances, plans, and policies; interprets ordinances for contractors and the public.
- Research, write and present information to the Planning Board, Town Council, and Board of Adjustment for zoning amendments, variances, appeals, and special use permits as assigned.
- Assist surveyors, engineers and the public with planning and zoning related development issues.
- Convey land development information to consultants, contractors, property owners, and other public in a clear, professional manner.
- Assist senior staff in review of applications for major subdivision and other complex projects; review applications for compliance with various regulations, ordinances, plans, and policies.
- Conduct site inspections throughout the Town for compliance with applicable Town codes, UDO regulations and project approvals.
- Research deeds/tax records for ownership to ensure compliance with Town codes during development application review.

Essential Duties and Tasks (continued)

- Administer planning related Town grant programs and other special programs as needed.
- Research and write grant applications for applicable county projects and issues, as needed.
- Gather and compile a variety of development data and reports for use by other Town staff, public agencies and the public as needed.
- Perform file maintenance, order supplies, compose letters and reports.
- Attend meetings during evening or non-typical work hours as required by the Planning Director.
- Perform duties as assigned by the Town Manager or their designee during a State of Emergency or other disaster.
- Reviews development for compliance with Flood Hazard Prevention Ordinances.
- Reviews development for compliance with Coastal Area Management Act requirements.
- Perform other related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices, and objectives of the land use plan.
- Considerable knowledge of governmental programs, laws, grants, and services pertinent to the planning process.
- Considerable knowledge of the geographical layout of the Town and its socio-economic characteristics.
- Considerable knowledge of the environmental and socio-economic implications of the planning process.
- Considerable knowledge of Flood Hazard Mitigation and Prevention.
- Considerable knowledge of Coastal Area Management Act standards.
- General knowledge of the current literature, trends, and developments in the field of urban and rural planning.
- Skilled in the collection, analysis and presentation of technical data and planning recommendations.
- Ability to use ArcMap or other similar GIS software. Ability to use popular computer aided mapping, drafting, word processing, spreadsheet, and file maintenance programs.
- Ability to read and interpret maps, surveys and engineering drawings and plans.
- Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.
- Ability to effectively express ideas orally and in writing. Ability to exercise considerable tact and courtesy in frequent verbal and written contacts with county, municipal, state, and federal officials, design professionals, and the public, especially with conflicting perspectives in a regulatory environment.
- Ability to use or learn permitting software, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to twenty pounds of force occasionally; and/or up to ten pounds of force frequently. Must possess the visual acuity to prepare and analyze figures, do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Desirable Education and Experience

Graduation from an accredited college or university with a four-year degree in planning or a related field and some experience in Planning, Zoning, Flood Hazard Prevention or Coastal Area Management Act requirements or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

How to Apply:

Please submit a completed employment application, which can be found on the Town's website, www.oakislandnc.gov on the Job Opportunity page and return to Human Resources (listed below). The Town of Oak Island is an Equal Opportunity Employer and provides a generous benefits package to employees.

Where to Apply:

Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Phone: (910)201-8014
Email: HR@oakislandnc.gov