

TOWN MANAGER
Elton Daniels



MAYOR
Cheryl Oliver

COUNCILMEMBERS
Jacqueline J. Lacy
Tommy Holmes
Mark Petersen
Ann Williams

TOWN ATTORNEY
Alan B. "Chip" Hewett

PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

Do you have a strong planning & economic development background and a desire to be a part of a progressive and dynamic organization? Look no further than the Town of Selma, N.C. located in the heart of Johnston County (one of the fastest growing Counties in the nation).

The Town of Selma is actively seeking an experienced individual to join our TEAM as the Town's next *Planning & Economic Development Director*. As an integral part of the Town's Leadership Team, the Planning & Economic Development Director will manage and administer the operations of the Town's Planning Department, which currently consists of two (2) employees – Planner II and a Codes Administrator. In this unique role, you will have the opportunity to assist new and existing businesses, test new ideas, as well as take a lead role in enhancing the Town's comprehensive land use plan.

Minimum Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree in Urban or Regional Planning, Public Administration or a closely related field
- 5 years of planning & economic development management experience
- 3 years of supervisory experience

Preferred Requirements:

- Valid North Carolina Driver's License
- American Institute of Certified Planners Certification (AICP)
- Master's degree in Planning, Public Administration or a closely related field

The starting salary for this *exempt* position will be dependent on qualifications; the expected hiring range is \$58K – \$66K. Employer paid comprehensive Health Insurance plan, Dental, Life/Accidental Death & Dismemberment Insurance, and Short-Term Disability Insurance. Membership in the North Carolina Local Government Employees' Retirement System. NC Supplemental Retirement Plans. Vacation and Sick leave. 12 paid holidays PLUS one paid day of Birthday leave! Yes, that's right, you'll get one day off during the month of your birthday after your first year of employment.

To learn more about this exciting opportunity go to <http://www.selma-nc.com/employment-opportunities>

Attention Applicants: Employment Applications are available online at <http://www.selma-nc.com/Data/Sites/1/media/pdf-forms/human-resources/employment-application-for-tos---posted-january-2018.pdf> and at Town Hall. PLEASE NOTE: Only completed and signed Town of Selma Applications for Employment are accepted and should be submitted electronically to SSult@selma-nc.com. Other forms of submission are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Coordinator, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. This position is open until filled. The first review of applications will be **April 16, 2018**. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. All applicants will be contacted regarding the status of submitted applications.

The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer. The Town of Selma is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

114 North Raiford Street, Selma, North Carolina 27576
PHONE: (919) 965-9841 FAX: (919) 965-4637
www.selma-nc.com

PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR

General Statement of Duties

Performs responsible administrative and professional work in planning, organizing, and performing the activities of the Planning and Economic Development Department.

Distinguishing Features of the Class

An employee in this class supervises and/or participates in all current and long-range community planning, infrastructure needs, administration of land development code, zoning administration, storm water and flood plain management, economic development and related work for the Town. Work involves developing and administering land use studies and zoning, subdivision and other ordinances; serving as technical advisor to the Town Manager, Town Council, Planning Board, and other boards and commissions, and communicating with the public about Town planning projects and responding to planning issues. The employee represents the Town with state and federal officials concerning economic development and proposals for establishing or revising ordinances and plans governing planning activities in the Town. Work requires the application of considerable professional and technical knowledge as well as the ability to formulate programs. The employee is subject to inside and outside environmental conditions. Duties are performed under the administrative direction of the Town Manager.

Duties and Responsibilities

Essential Duties and Tasks:

- Supervises and participates in the development and administration of zoning ordinances and assists the Planning Board and Town Council in developing a comprehensive zoning and land use plan; prepares and presents oral and written reports, including special maps, charts, and graphics, to assist officials in determinations; serves as staff assigned to the Planning Board.
- Supervises and participates in the administration of subdivision ordinances; receives preliminary maps from developers before improvements are made and submits to Planning Board and Town Council for approval; advises attorney, surveyors, developers, real estate agents, appraisers, and citizens on site information and application review process; provides technical review.
- Serves as the Economic Development Director for the Town; works with public/private partnerships for development and business assistance programs for existing and prospective businesses; works with county, town, state, and regional agencies on economic development programs and issues; develops and maintains certified sites; identifies and works with re-development areas; works on central business district revitalization including participation in Main Street program, revitalization and other activities; researches market trends and applies information to strategies.
- Revises or manages contracts to revise the long-range land use, transportation, environmental and other plans and presents to Planning Board and Town Council for approval; manages projects including coordinating consultants and writing reports; tracks state and federal regulatory requirements, trends, and opportunities related to development and environment; preserves goals on land use plan by designing zoning, subdivision, and other planning ordinances to implement provisions of the plan.
- Supervises and participates in the development and maintenance of a GIS system with various overlays for use in mapping and data analysis for the Town.
- Supervises and participates in the administration of the zoning code, land development code, stormwater, and flood plain management and related Town programs; supervises and participates in zoning inspections, code enforcement, and building inspection.

- Responds to various questions from citizens regarding planning and zoning compliance issues; facilitates and mediates public disputes regarding land use policies.
- Researches, develops, and administers grants; prepares and monitors departmental budget.
- Plans and implements information technology necessary for the work of the department, including GIS systems.
- Represents the Town on various local and regional committees and commissions.

Additional Job Duties:

- Attends Town Council meetings as needed and/or required.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of local and regional planning including current and long-range, natural resources, population, downtown development, transportation and corridor development, and other economic and social matters.
- Thorough knowledge of town, municipal, state, and federal laws pertaining to land use planning and development.
- Considerable knowledge of economic development principles and practices.
- Considerable knowledge of the application of information technology to the work of the department including knowledge and skill in the use of GIS.
- Working knowledge of effective supervisory principles, practices and related laws and regulations regarding personnel and budget management including knowledge of leadership, motivations, communications, conflict resolution, performance coaching and evaluation.
- Working knowledge of transportation planning.
- Skill in meeting facilitation, public presentations, and conflict resolution.
- Ability to analyze planning issues and present effective solutions.
- Ability to write and present professional and technical planning reports and papers.
- Ability to execute a comprehensive planning program.
- Ability to prioritize, manage, and organize a variety of planning activities.
- Ability to devise effective office operations and procedures.
- Ability to establish and maintain effective working relationships with state and regional economic development, transportation, planning and other officials, town officials, developers, contractors and the general public.

Physical Requirements:

- Must be able to physically perform basic life functions of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Must have visual acuity to perform the following: site inspection, plan review, preparing and analyzing data and figures, accounting, computer, extensive reading, and using measurement devices.

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