



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

Senior Planner Vacancy

Do you have a strong planning background and a desire to be a part of a progressive and dynamic organization? Look no further than the Town of Selma, North Carolina – 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 **Senior Planner!**

There are many projects taking place in Selma and we need someone **IMMEDIATELY** to contribute to our Planning Department, which consists of three (3) employees – *Planning and Economic Development Director, Senior Planner, and Codes Administrator.*

In this unique role, of Senior Planner, you will have the opportunity to assist new and existing businesses, test new ideas and take a lead role in enhancing the Town's comprehensive land use plan. The Town of Selma is "The Crossroads of Tradition and Innovation." To that avail, Management has decided to offer the possibility of a "Flex Schedule" to promote a healthy work/life balance as Selma continues to be an employer of choice. The starting salary for this position will be dependent on qualifications; the expected hiring range is low to mid \$30K. The position is open until filled however, the first review of applications will occur on October 19th, 2018.

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
- Two (2) years of planning experience

Preferred Special Requirements:

- Valid North Carolina Driver's License
- American Institute of Certified Planners Certification (AICP)
- Supervisory experience

To learn more about this exciting opportunity go to <http://www.selma-nc.com/employment-opportunities>. The Town of Selma's Application for Employment may be downloaded from this same link on the Town's website.

Selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. It is preferred that all completed and signed Employment Applications be submitted via email to ssult@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Manager, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.

SENIOR PLANNER

General Statement of Duties

Performs advanced level of 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 performs advanced level planning work for the Town of Selma; and participates in all current and long-range community planning, administration of land development regulations/codes, including but not limited to, zoning, flood plain management, watershed and storm water protection, supervision of Code Enforcement Staff and related activities for the Town. Work requires professional and technical knowledge of the subject matter. The employee is subject to inside and outside environmental conditions. Duties are performed under the administrative direction and supervision of the Planning and Economic Development Director.

Duties and Responsibilities

Essential Duties and Tasks:

- Coordinates technical and community review of public/private development projects.
- Reviews or assists in the evaluation of development proposals and plans for technical compliance with Development Regulations, including, but not limited to zoning, watershed, storm water, floodplain, subdivision, etc.
- Responds to various questions from developers/citizens pertaining to development regulations, and codes in a timely manner.
- Reviews and issues various development permits.
- Prepares and presents detailed reports on development proposals to government bodies and/or advisory committees/groups.
- Acts as liaison between community groups, government agencies, developers, and elected officials in developing neighborhood plans.
- Supervises Code Enforcement Staff.
- As directed, conducts public meetings; facilitates input; and provides technical guidance.
- Conducts field evaluations and assessments.
- As directed, attends meetings, including night and weekend meetings, and serves as staff to various boards and prepares agenda material and minutes.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, annual boundary, annexation survey, and tax base data.
- Plans, organizes work, and maintains necessary records and reports.

Additional Job Duties:

- Attends Town Council/advisory board meetings as needed and/or required.
- Develops visual aids for use in presentations to the various governmental and advisory board meetings.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Considerable knowledge of the principles and practices, laws, and regulations relating to planning and zoning, watershed, storm water, flood plain protection, and historic preservation.
- Considerable knowledge of governmental laws, programs, and services pertinent to the planning and development process and code enforcement.

Senior Planner

- Considerable knowledge of principles and practices of research and data collection.
- Considerable knowledge of effective writing techniques.
- Considerable statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Considerable knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS.
- Ability to communicate effectively in oral and written forms, to interpret planning, zoning and local ordinances to officials and the general public, and to make public presentations.
- Creative 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 in a consistent manner.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
- Ability to create graphic designs and materials for meeting presentations.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment.
- Ability to establish and maintain effective working relations with state/county agencies, town officials and other officials, developers, contractors, co-workers, and the general public.
- Ability to attend to details while keeping big-picture goals in mind.

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.

Desirable Education and Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in Urban or Regional Planning, Public Administration or a closely related field
- Two years of Planning experience

Special Requirements:

- Valid North Carolina Driver's License
- American Institute of Certified Planners Certification (AICP)
- Supervisory experience