

CLASS TITLE: PLANNING ADMINISTRATOR

PURPOSE OF CLASS: Under general supervision of the Town Manager, the planning administrator is responsible for coordinating and overseeing the town's planning program, nuisance code enforcement, and related work as required. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Town Manager.

PRIMARY TASKS:

- Develops and coordinates the town's overall planning program, including current and long-range planning, Unified Development Ordinance administration, floodplain administration in conjunction with the Building Inspections Administrator, and zoning and nuisance code enforcement
- Establishes departmental policies and procedures used in the implementation and coordination of overall planning program
- Prepares and administers departmental budget and monitors and controls expenditures
- Supervises all departmental staff, ensuring compliance with Town of Burgaw policies and procedures
- Advises and provides staff reports to town manager, Board of Commissioners, Planning and Zoning Board, and others on planning-related issues and applications, as required
- Reviews and evaluates development plans in accordance with appropriate town ordinances, planning documents, and standard planning practices
- Ensures maintenance of planning files and documents as required by law
- Reviews permit applications for compliance with ordinance requirements and issues permits as appropriate
- Assists developers, citizens, and other interested parties with understanding and complying with planning and zoning guidelines and procedures, including subdivision, buffering, floodplain management, zoning, and other regulations
- Performs other duties as assigned

WORKING CONDITIONS:

- Work is generally sedentary requiring some light physical activity. Must be able to lift up to 30 lbs. Must possess visual acuity, hearing, touching and the full use of arms, hands and fingers to compile computer data and statistics, and to perform clerical task operating a computer terminal.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of budgeting and finance
- Knowledge of citizen involvement techniques and processes
- Knowledge of computer applications, including Microsoft Office, internet applications, and GIS
- General knowledge of federal regulations, including Federal Emergency Management Agency (FEMA) and US Army Corps of Engineers (USAME)
- Practical knowledge of GIS technology, including map production and interpretation

- In-depth knowledge of transportation activities as they relate to planning
- In-depth knowledge of economics, municipal finance, and sociology as they apply to planning
- Thorough knowledge of planning and zoning principles and practices of municipal planning
- Thorough knowledge of NC planning laws and regulations
- Thorough knowledge of zoning, subdivision, code enforcement, and flood regulations
- Thorough knowledge of current literature and recent developments in the field of planning
- Ability to organize and conduct complex planning and research studies and to formulate relevant recommendations based on such studies
- Ability to manage and supervise effectively
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to understand, enforce, and promote accurate awareness of the Town's zoning and subdivision ordinances
- Ability to manage multiple, high-priority assignments
- Skill in interpersonal relations, conflict resolution, and dealing with the general public
- Skill in oral and written communications
- Strong organizational skills
- Strong problem-solving and negotiation skills

EDUCATION AND EXPERIENCE

- Successful candidates must possess a four-year degree from an accredited college or university in planning, geography, public administration, or other related field or, preferably, a master's degree in urban planning or related field. Some professional experience is required. Management or supervisory experience is preferred. Must possess a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____