

CLASS TITLE: Planner II - Current Planning

NCLM CLASS CODE: N/A

POSITION NUMBER: 4010

SALARY GRADE: 19

PURPOSE OF CLASS: Under general supervision, performs highly responsible professional municipal planning, zoning, and development functions; performs related work as required. This position is classified as non-exempt and is subject to the Fair Labor Standards Act overtime regulations.

PRIMARY TASKS:

- ❖ Assists with planning, organizing, and coordinating the Town's overall land use and development programs to include current planning activities, including site plan and subdivision review, sign permit review, rezoning and text amendment requests, zoning compliance permits for new businesses, and construction improvement permits.
- ❖ Researches issues, and prepares and presents recommendations on various planning studies, including land use, rezoning, and subdivision development.
- ❖ Assists with developing, implementing, and administering planning and zoning policies, ordinances, and procedures.
- ❖ Assists and works with various boards and community groups.
 - Attends regular monthly meetings of the Town Council and Land Use Review Board.
 - Attends occasional meetings of community groups.
 - Presents to various boards and community groups as needed.
 - Gathers information if requested by a board or community group.
 - Prepares and presents to the Town Council and the Land Use Review Board staff reports and recommendations, advice, and technical information.

- ❖ Makes recommendations to the Town Planning staff concerning changes and amendments to zoning ordinances, subdivision regulations and the zoning map.
- ❖ Meets with potential developers to discuss the approval process for development in the Town of Knightdale.
- ❖ Responds to citizen complaints, questions and requests for information pertaining to zoning districts, permitted uses, yard setbacks, sign restrictions and plan reviews.
- ❖ Assists Planner II- Long Range Planning, in identifying grants and other non-municipal funding sources, preparing grant applications and proposals, and assisting in the administration of grants.
- ❖ Maintains a database of current planning projects and coordinates reviews and meetings with the Technical Review Committee.
- ❖ Works with Wake County, State of North Carolina, Knightdale Chamber of Commerce, and other public and private agencies on issues including, but not limited to, community development and economic development.
- ❖ Calculates development fees based on the current fiscal year fee schedule.
- ❖ Writes legal advertisements for upcoming public hearings based on the guidelines set forth in the relevant General Statutes.
- ❖ Assists as needed with the Town's code enforcement and site inspection activities.
 - Interprets Town ordinances for the Town Code Enforcement officer, as needed.
 - Conducts inspections and photographs UDO violations within the Town planning jurisdiction on an occasional basis.
 - Makes recommendations of remedies for occurring violations to the Code enforcement Officer.
- ❖ Performs other duties as required.

EQUIPMENT OPERATED: Calculator, computer, scanner, copier, plotter, telephone, fax, and GIS software.

REPORTING RELATIONSHIP: This position reports to the Planning Director.

WORKING CONDITIONS:

- ❖ Employee subject to the hazards associated with field work in site surveys performing planning and zoning activities including both inside and outside environments, in extreme hot and cold weather, and exposure to loud noises, vibrations, traffic construction site safety issues, electricity and elevated places, chemical fumes, and in close confined quarters.
- ❖ Must be able to perform all basic life operational functions.
- ❖ Must be able to perform light work exerting up to 20 pounds of force occasionally.
- ❖ Must possess the visual acuity to prepare and analyze data, visually inspect, read blueprints, use measuring devices, and read extensively.

JOB CONTEXT: This position works 40 hours per week during the five day workweek. Weekends and overtime are sometimes necessary to fulfill job duties. The stress level of the job is moderate.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited college or university with a bachelor's degree in city planning; preferably a master's degree in city planning or closely related field. American Institute of Certified Planners certification preferred.

Experience: Considerable experience of an increasingly responsible nature in municipal planning and development, or other related area; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Thorough knowledge of the principles and practices pertaining to urban planning.
- ❖ Thorough knowledge of the philosophy underlying the laws and regulations pertaining to urban planning.
- ❖ Thorough knowledge of urban planning purposes, principles and techniques.
- ❖ Thorough knowledge of urban planning and zoning legislation.
- ❖ Thorough knowledge and understanding of the framework of municipal government.

- ❖ Good knowledge of statutes, rules and regulations relating to the community development.
- ❖ Good knowledge of quantitative methods and research techniques.
- ❖ Knowledge of the current literature, trends, and developments in the field of urban planning.
- ❖ Ability to develop area-wide planning and development programs in accordance with modern practices and standards.
- ❖ Ability to prepare and present, in a clear and concise manner, oral and written reports.
- ❖ Ability to analyze complex planning problems and to present viable recommendations for their solution.
- ❖ Ability to deal effectively with public and community groups concerned with municipal planning.
- ❖ Ability to establish and maintain effective working relationships with other employees, Town officials and various groups and agencies.

SPECIAL REQUIREMENTS: Computer literate in word processing, database, computer mapping and graphics software. American Institute of Certified Planners certification preferred.