



CANTON

NORTH CAROLINA

PLANNING DIRECTOR/RECOVERY OFFICER

SALARY RANGE: \$65,000 - \$75,000

GENERAL STATEMENT OF DUTIES:

An employee in this class performs responsible and technically difficult work in the areas of grant administration, project management, long-range recovery efforts related to Mill closure as well as land use planning and zoning regulations; performs related duties as required.

ESSENTIAL FUNCTIONS

- Perform planning, research, implementation, contracts and grants administration, reporting, compliance, and other related management tasks.
- Assists with the management of various capital projects from conception to completion.
- Assists with planning, coordination, and community outreach and communications.
- Review, analyze, and respond to project applications, ensuring compliance with ordinances and standards and making recommendations that balance and optimize the needs of all users and of the community at large. (ie. plats, permits, site plans, variance requests and rezonings)
- Writes and presents formal and technical reports, working papers, and correspondence.
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
- Assists with development of various planning mechanisms and land development regulations.
- Attend public meetings (typically in the evenings), assisting Town Management as appropriate.
- Responds to questions from the public regarding grants, capital projects, zoning, and plan review matters.
- Manages on-call services for various planning efforts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate verbally and in writing in a clear and concise manner.
- Experience with grant identification, administration, and management.
- Ability to manage capital projects from procurement.
- Knowledge of current planning and design principles, practices, trends, regulations, standards and measurements. Principles and practices of municipal planning and local government administration.
- Knowledge of State and local laws relating to planning and land use regulations.
- Knowledge in the use of ArcGIS Pro, Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to exercise good organization and time management skills; work effectively with a diverse group of customers such as developers, design professionals, contractors, and citizens.
- Ability to work both independently and in a team environment; problem solve and apply creativity in decision making.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in planning or related field and five (5) year of experience in public sector planning, preferably in a supervisory role; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position.
- Master's degree in Public Administration, Planning, Urban Design, or related field preferred.