

# PLANNING COORDINATOR

**Supervisor:** Town Manager  
**FLSA Status:** Exempt

**Salary Classification:** Salaried

## **General Statement of Duties:**

This position is responsible for the Town's planning, zoning, code enforcement, and overall community development programs. Part of the Town's administrative team supplying superior customer service through office operations and town goals accomplishment.

## **Essential job functions:**

The following list is representative, but not all-inclusive, of typical duties, tasks, and responsibilities for this position:

1. Organizes and administers the Town's planning, zoning, code enforcement, and overall community development programs.
2. Responsible for staying up to date on all pertinent laws, ordinances, rules, and regulations as they pertain to duties and responsibilities.
3. Responsible for review, research, and analysis of deeds, site plans, subdivision plats, rezoning, and other development activities.
4. Ensures compliance of permit applications and site plans with Town ordinances; coordinates plan reviews with other departments, agencies, and applicable entities.
5. Performs all tasks related to even-handed, unbiased interpretation, administration, and enforcement of ordinances, flood and subdivision regulations, and permit applications.
6. Provides information, recommendations, and advises the Planning Board, Zoning Board of Adjustment, Community Appearance Commission, Town Manager, and Board of Aldermen on planning-related matters.
7. Prepares reports, analysis, and research related to annexations.
8. Maintains Town & zoning maps; coordinates data with Rowan County GIS, et al.
9. Fields and investigates code enforcement issues, complaints/violations, and performs property inspections to determine compliance with applicable laws and ordinances.
10. Maintains liaison with state, county and other municipal planning agencies and boards.
11. Prepares and administers grants related to planning.
12. Maintains files pertaining to the above duties.
13. May coordinate assignment of duties and special projects with part-time planner.
14. Assists in front office staffing and operations.
15. Operates a light truck or automobile.
16. Performs all other related duties as required.

**Physical Activity Requirements:**

Position involves work requiring the employee to exert up to 50 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, reaching, kneeling, crouching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking and hearing. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer, prepare reports, use measurement devices, operate a vehicle, and perform field site inspections. An employee in this position will be exposed to indoor and outdoor environmental conditions.

**Required knowledge, skills and abilities:**

Considerable knowledge and understanding of the principles and practices of municipal planning, zoning, and code enforcement. Working knowledge of computers, office software, procedures, and equipment. Ability to prepare clear and concise documents, presentations, plans, and maps. Organized and able to communicate clearly and effectively verbally and in writing. Ability to establish and maintain harmonious relationships with other staff and the general public. Must possess initiative, good judgment, courtesy, and the ability to work under stressful circumstances. Flexibility to work in office and field environments.

**Minimum Qualifications:**

High school diploma (or equivalent), with additional course study and experience in the areas of planning, inspections, GIS, NC General Statutes, and/or land use ordinances. Valid NC driver's license.

**Preferred Qualifications:**

Graduation from a college or university with a BA/BS in planning or a related field; minimum two years of successful municipal experience in a planning, inspection, policy administration, or related position; supervisory experience; or an equivalent combination of training, education, and experience.

**This position reports to and is subject to the general direction of the Town Manager.**