

**PLANNING DIRECTOR
TOWN OF WENDELL, NORTH CAROLINA**

General Statement of Duties

Performs complex, professional work directing and coordinating the activities of the Planning Department to ensure orderly growth and development.

Distinguishing Features of the Class

An employee in this class performs a variety of duties and tasks in developing and implementing a comprehensive planning program. Work includes developing plans that insure an orderly and systematic way to address growth. Work also includes very close contact with developers, builders, the general public and other local governments to address specific projects and growth issues. An employee in this class must possess exceptional skill in resolving complex development issues and work with a high level of initiative and independence. Work involves working closely with the governing board and Town Manager on growth and development issues. Work involves providing technical guidance to boards and considerable public contact often in sensitive or emotional issues requiring judgment, firmness, and tact. Work is supervised by the Town Manager and is evaluated through conferences, review of work results obtained, and the overall effectiveness of the planning program. Supervision is exercised over departmental personnel.

Illustrative Examples of Work

- Develops and implements a comprehensive planning program that includes a current and long-range component.
- Facilitates various activities related to permitting, zoning, land use, transportation, environmental protection and community development.
- Oversees, reviews and facilitates development proposals submitted to the Town.
- Facilitates the development of various planning documents and capital projects in accordance with the Town's Strategic Plan Goals.
- Provides staff support to the Wendell Board of Commissioners, Planning Board, Board of Adjustment, Economic Development Committee and Appearance Commission.
- Coordinates regional planning efforts with the Capital Area Metropolitan Planning Organization, Wake County Public School System, Triangle J Council of Governments and various Wake County Departments.
- Corresponds with various prospective developers, business owners and investors to explore development opportunities and/or guide them through procedural and regulatory requirements.
- Performs administrative functions related to departmental personnel matters, payroll, purchasing and budget requests.
- Oversees GIS data management and prepares custom maps to facilitate Town projects.
- Conducts research and prepares reports on current issues and problems.
- Makes policy recommendations to the Town Manager and Board regarding growth and development.
- Supervises professional staff engaged in a variety of planning and GIS functions.
- Provides professional and technical advice to the Board and Town Manager on planning

matters.

- Researches and makes recommendations to the Board and Town Manager on ordinances and initiatives.
- Assures public notices for meetings are provided according to general statutes and Town codes.
- Keeps Town Manager and Board up to date on zoning issues and projects.
- Meets with and speaks to community groups and other public agencies about specific programs, services, policies and other issues.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Thorough knowledge of the Town's zoning, land use, and other ordinances and codes.
- Thorough knowledge of the principles and practices of community and economic development and public sector planning including urban design, smart growth, and best practices and principles.
- Thorough knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.
- Thorough knowledge of the environmental and socio-economic implications of the planning process.
- Thorough knowledge of the principles and practices of Geographic Information Systems (GIS).
- Skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Thorough knowledge of applicable information technology presentation software, computer aided design, graphics, spreadsheets, databases, and related technology.
- Thorough knowledge of transportation planning principles and practices.
- Ability to mediate difficult and challenging growth issues.
- Ability to communicate effectively with developers, contractors, property owners, etc.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.
- Ability to enforce codes with firmness and tact.
- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.
- Ability to provide leadership and guidance to department staff.
- Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, town officials, and the community regarding development.

Physical Requirements

Work in this class is classified as sedentary where the employee must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. An employee must be able to move throughout Town facilities freely to perform or observe work. Physical activities include reaching, standing, walking, fingering and grasping. An employee

must have such visual acuity as to be able to read and write handwritten and typewritten material including being able to read a computer screen. An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees

Working Conditions

Work is typically performed in an office setting with a temperature-controlled environment and is not substantially exposed to adverse environmental conditions.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in urban design, landscape architecture, geography, public administration, urban planning or related field and considerable professional experience in public sector planning; or an equivalent combination of education and experience. A master's degree in planning, landscape architecture, geography, public administration, or related field, is required.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Possession of AICP certification.

FLSA Status: Exempt - Administrative

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Wendell reserves the right to assign or otherwise modify the duties assigned to this classification.

November 2019