



Planner I

Franklin County Planning Department is recruiting for a motivated professional to fulfill the position of a Planner I. This position works to ensure consistent and proper application of the County development ordinances to projects submitted to the Department for review and permitting. This position performs planning and technical work requiring extensive knowledge of land use planning, administration of development ordinances, as well as assisting Planning Staff with short/long term planning needs. Qualified applicants should be able to exercise independent judgment and interpretation of zoning maps, Unified Development Ordinance, as well as other state, regional, and local plans. Involvement with the Historic Preservation will also be required. Applicants should have knowledge of ArcGIS software and experience with Microsoft Office Suite, oral and written presentations to boards, commissions, and citizens. Work is supervised by the Planning Administrator and is evaluated based on conferences and review of assignments.

Duties and Responsibilities:

- Reviews site plans, minor subdivision plats, and construction plans for conformance with Unified Development Ordinance (UDO) and modifications to the same.
- Provides technical assistance to citizens, developers, and public officials regarding subdivision and zoning and related matters.
- Respond to public contact via walk-in, telephone, and email.
- Assists in preparing maps, reports, and packets for Planning Board and Board of Adjustment; may make presentations as appropriate.
- Processes address changes including coordination and notification to other departments and outside agencies.
- Processes and writes zoning compliance letters and processes assessment inquiries.
- Reviews and approves all residential plot plans and zoning permit applications.
- Serves as backup clerk to Planning Board and Board of Adjustment, keeps official minutes, prepares agenda, prepares signs for posting, sends meeting notification to property owners, advertises deadlines.
- Collaborates with and assists other planning staff as needed.
- Attendance at occasional (once to twice monthly) night meetings.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the principles and practices of community planning.
- Knowledge of the technical ordinances, codes, and regulations pertaining to land use planning and development including zoning and subdivision principles.
- Knowledge of basic governmental and administrative frameworks involved in effective planning.
- Skill in the use of computers for compiling reports, developing presentation material, and storing and retrieving data.
- Proficiency with Geographic Information Systems (ArcGIS Software).
- Ability to enforce ordinances with tact, clarity, and firmness.
- Ability to communicate effectively in oral and written forms.
- Ability to analyze planning issues and recommend solutions.
- Ability to establish and maintain effective working relationships with County employees, officials, developers, and the general public.

Desirable Education and Experience:

Graduation from a four-year college or university with a degree in planning, geography, and/or related field. Two or more years of experience in a county or municipal planning department, or equivalent private sector experience; or any equivalent combination of education and experience.

Special Requirement:

Possession of a valid North Carolina Driver's License.

Work Location: 215 E. Nash Street Louisburg, NC 27549

Hiring Salary Range: \$47,796 – \$48,991

Position Salary Range: \$47,796 – \$74,083

Closing Date: February 4, 2022

How to Apply: Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.
The County prohibits discrimination based on race, sex, color, creed, national origin, age, or disability.
Pre-Employment Drug Screen and Criminal Background Screening are required.*