



**HOLLY
SPRINGS**
North Carolina

Holly Springs Long Range Planner I/II/III

SALARY	\$32.03 - \$57.20 Hourly \$66,631.00 - \$118,983.00 Annually	LOCATION	Holly Springs, NC
JOB TYPE	Full Time	DEPARTMENT	Development Services
DIVISION	Land Development	OPENING DATE	07/15/2026
CLOSING DATE	8/15/2026 11:59 PM Eastern	FLSA	Non-Exempt

The Town of Holly Springs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

POSITION SUMMARY

The Town of Holly Springs is searching for a Long Range Planner I/II/III to serve in the Development Services department. This position performs professional and technical planning activities such as development review, zoning compliance, and special plans or projects related to long-range planning, land use, urban design, historic preservation, affordable housing, transportation, and sustainable development. This position level may be specialized in one or more areas of technical expertise (i.e. development review, parks and recreation, long-range planning or transportation); and provides technical assistance to support various boards, commissions and committees.

Holly Springs is a fast-growing community located in the Research Triangle region of North Carolina. The Town's vision is to provide an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home. The Planner will work within the Development Services Department that brings together planners, engineers, and building code officials to promote collaboration, innovation, and efficiency for the planning and development process.

SUPERVISORY RELATIONSHIPS

Reports to the Senior Planner.

- The Planner I receives considerable immediate supervision from the Senior Planner to ensure coordination of objectives and priorities of the department. Incumbents have no supervisory responsibilities.
- The Planner II receives moderate supervision from the Senior Planner to ensure coordination of objectives and priorities of the department. Incumbents have no supervisory responsibilities.
- The Planner III exercises independence and judgment and receives general supervision from the Senior Planner. Incumbents have no supervisory responsibilities.

The work schedule is business hours with occasional evenings and weekends. The starting annual salary range is ***\$66,631-\$79,322.62 (Grades J,K,M).***

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will vary and will be dependent upon the complexity of work assigned and credentials obtained. This position level may be specialized in one or more areas of technical expertise (i.e. development review, parks and recreation, long-range planning or transportation).

- 1.Serves as point of technical contact within the Planning Division in providing support for customer inquiries that are more complex than can be handled by Customer Service & Compliance Division staff regarding planning and development from the public, town staff, and development professionals in-person, by phone, and through e-mail. This may involve providing general information, assistance with development processes, technical guidance, etc.
- 2.Participates in and/or conducts general inquiry meetings, sketch plan (pre-submittal meetings) and developer conference meetings with developers, design professionals and owners for discussion of current and future development projects; provides Unified Development Ordinance interpretations; meets with and guides developers and design professionals on site design, aesthetics, and Town policy issues.
- 3.Conducts detailed plan review for assigned projects including Annexations, Comprehensive Plan Amendments, Rezoning, Major and Minor Subdivision Plans, Development Plans, Special Use Permits, UDO Amendments, Variances, Amendments to previously approved plans, Construction Drawings, Recombination and Exempt Subdivisions, Building Permits, Zoning Verification Letters, and UDO Permits.
- 4.Serves as staff to the Planning Board, Board of Adjustment, Tree Advisory Committee, Land Use Advisory Committee, ad hoc advisory committees, and Town Council; prepares and presents to the Boards. Assists the public, developers, design professionals, contractors, and others with information, processes, technical guidance, and other needs regarding presentations to these Boards.
- 5.Prepare public hearing notification as specified in NCGS §160D including newspaper advertisements, letters and mailing addresses for adjacent property owners, and directs the posting of signage on the subject property for assigned projects.
- 6.Leads or participates in workshops, meetings, community outreach events, and public hearings to explain planning proposals and provide technical support. Provides presentations to interested community groups. Prepares materials for community outreach events.

Additional Duties– Long-Range (General):

- 9.Develops, coordinates, and drafts a variety of small area, corridor, and other plans related to the growth, development, and redevelopment of the Town, its extraterritorial jurisdiction, and its long-range planning area. Topic areas include but are not limited to: Land use, urban design, historic preservation, affordable housing, transportation, and sustainable development.
- 10.Assists with development and revisions to the Town's overall land use and development programs related to long-range planning, including the Comprehensive Plan, Unified Development Ordinance, and Development Procedures Manual.
- 11.Participates in multidisciplinary long-range planning projects such as transportation planning, parks and recreation planning, and utility planning.
- 12.Assists in the management of consultant contracts related to long-range planning programs.
- 13.Assists in the implementation of the Town Council's strategic plan initiatives for the Development Services Department.
- 14.Prepare demographic statistical data, analyses, reports, and graphics.

15. Identifies grants and other non-municipal funding sources, prepare grant applications and proposals, and assist in the administration of grants.

KNOWLEDGE SKILLS AND ABILITIES

• Demonstrated experience enforcing technical ordinances, codes, and regulations pertaining to land use planning and development including the Unified Development Ordinance, Development Procedures Manual, Comprehensive Plan, Town Code, and Town Policies and Procedures.

• Knowledge of the principles, practices and current trends of land use planning, urban design, historic preservation, affordable housing, transportation, and sustainable development.

• Ability to translate goals and objectives into workable plans, programs, and activities and initiate ideas and recommendations.

• Technical skills in land use planning, urban design, historic preservation, affordable housing, transportation, and/or sustainable development.

• Specialized knowledge of transportation systems including transit, pedestrian, bicycle, delivery, parking and automobile to ensure a safe, walkable and public transit-oriented Town.

• Skill in the collection, analysis, and presentation of technical data and recommendations related to Traffic Studies.

• Knowledge of the local, state and federal laws, regulations, zoning, land use, and other ordinances and codes.

• Working knowledge or ability to gain knowledge and understanding of the Town's technical ordinances, codes, and regulations pertaining to land use planning and development including the Unified Development Ordinance, Development Procedures Manual, Comprehensive Plan, Town Code, and Town Policies and Procedures.

• Working knowledge of the principles and practices of public sector planning.

• Ability to manage multiple projects, deadlines, and stakeholders simultaneously.

• Ability to read and interpret construction plans and specifications.

• Skill in the collection, analysis, and presentation of technical data and planning recommendations.

• Skill in community engagement strategies, conflict resolution, meeting facilitation, and public presentations that reach all communities.

• Perform detailed and accurate work independently in compliance with stringent time limits requiring minimal direction and supervision.

• Ability to discuss the application of regulations with firmness and tact.

• Ability to communicate clearly, concisely and effectively in English in both written and verbal form.

• Skill in conflict resolution, meeting facilitation, and public presentations.

• Ability to establish and maintain effective working relationships with individuals within and outside the organization including co-workers, community groups, citizens, developers, property owners, federal, state, regional, Town officials, and the general public.

• Knowledge of computer software consistent for this position (MS Office Suite, Sketch-Up, Community VIZ, CityView, Blue Beam, and/or ArcMap 10.2 or ArcGIS Pro).

• Skill in organization and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

• Ability to think quickly, maintain self-control, and adapt to stressful situations.

• Knowledge of current office practices and procedures.

• Ability to perform mathematical calculations required of this position.

• Skill in researching and understanding complex written materials.

• Ability to prepare and maintain accurate and concise records and reports.

• Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.

• Ability to handle sensitive interpersonal situations calmly and tactfully.

• Ability to maintain professionalism at all times.

- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to gesture, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting.

MINIMUM REQUIRED QUALIFICATIONS

Planner I

Graduation from a college or university with a degree in urban or regional planning, geography, landscape architecture, engineering, or closely related field. Specialized positions must demonstrate technical expertise in a related field of study or experience.

Planner II

- All requirements for Planner I.
- Three (3) years progressively responsible planning experience.
- North Carolina Zoning Official Certification (CZO) or AICP Candidate.

Planner III

- All requirements for Planner II.
- AICP Certification.

PREFERRED QUALIFICATIONS

- American Institute of Certified Planners (AICP) certification preferred for Planner I and II
- Master's degree from an accredited college or university in Urban Planning, Landscape Architecture, Public Administration, or a closely related field.

OTHER REQUIREMENTS

- Must pass background and drug screen process

Employer

Holly Springs

Address

128 S Main St

Holly Springs, North Carolina, 27540

Long Range Planner I/II/III Supplemental Questionnaire***QUESTION 1**

Do you have a valid N.C. Class C Driver's License or valid driver's license in any other state?

- ☐ Yes
- ☐ No

***QUESTION 2**

Please describe your level of long range planning.

- ☐ No experience
- ☐ Planner I: Graduation from a college or university with a degree in urban or regional planning, geography, landscape architecture, engineering, or closely related field. Specialized positions must demonstrate technical expertise in a related field of study or experience.
- ☐ Planner II: • All requirements for Planner I. • Three (3) years progressively responsible planning experience. • North Carolina Zoning Official Certification (CZO) or AICP Candidate.
- ☐ Planner III: • All requirements for Planner II. • AICP Certification.

* Required Question