



CITY OF BURLINGTON NC
invites applications for the position of:

Planning Manager

SALARY: Depends on Qualifications

OPENING DATE: 03/15/20

CLOSING DATE: Continuous

JOB DESCRIPTION:

Performs responsible professional work in the management of staff and associated assignments within the Planning Department, primarily in the areas of long/short range planning, development ordinances, minimum housing and code enforcement.

Distinguishing Features of the Class

An employee in this class has broad responsibilities in guiding, directing and working with staff, public bodies, public official, development community and citizens to ensure proper long/short range planning for the City, effect proactive and effective minimum housing and code enforcement related efforts, and administering development ordinances and policies. Oversee and guides special planning efforts such as small area studies, growth analysis, corridor overlays, comprehensive plan and land use analysis/changes, neighborhood improvement programs/efforts, development ordinance amendments, and associated policies, etc. Employee exercises decision making regarding the allocation of time and resources to project management, initiatives and programs. Position requires the ability to coordinate with and provide support to boards and commissions, attend meetings as necessary or directed. Work performance is evaluated through daily discussions, interactions and observations under the regular supervision of the Director of Planning & Transportation. This classification is considered non-exempt in compliance with the Fair Labor Standards Act (FLSA).

EXAMPLES OF DUTIES:

- Ensuring the initiatives in the comprehensive plan are kept at the forefront of planning efforts and considerations for development plans
- Oversee small area studies and corridor overlays to help the city plan for organized and methodical/logical growth considering all aspects (land use, transportation, utilities, annexation laws, etc.)
- Ensuring the City's proactive code enforcement and minimum housing programs are carried out judiciously and effectively in improving neighborhoods and housing conditions
- Oversee administration of the City's Unified Development Ordinance to ensure consistent and fair application with the development community to promote a developer-friendly culture while improving development quality within the community
- Ensuring the proper policies and procedures are maintained, updated and administered related to annexations, related utility agreements, historic preservation, etc.
- Managing associated planning initiatives in an orderly and thoughtful way which will require coordination with other departments, the development community, management and elected and appointed boards
- Providing assistance and guidance to other planning and city staff as needed
- Revising relevant City policies and preparing reports
- Oversee related grant applications and projects
- Effecting data capture, plan preparation, public meetings and revisions
- Managing consultant contracts as needed
- Creation of graphics, maps, etc. as needed

Knowledge, Skills, and Abilities

- Comprehensive knowledge of planning theory and practice
- Comprehensive knowledge of relevant state statutes and local ordinances

- General knowledge of computer applications in planning, word-processing and spreadsheets, GIS, Google Earth, Adobe
- Ability to function independently and to communicate orally and in writing

QUALIFICATIONS:

Bachelor's degree, and a strong preference for a Master's degree in Planning, Public Administration or a related field, and at least five years of experience in local government planning (including supervisory experience), or some substantially equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:**Physical Requirements and Working Conditions**

Work is normally light work with occasional periods of vigorous activity, including walking over uneven ground, standing, stooping, and crouching. Visual acuity to review written correspondence and other documents, prepare and analyze data and figures, read a computer terminal is required. An employee must possess the ability to hear and talk. The employee is predominantly subject to inside environmental conditions although activities occur inside and outside but the employee is not exposed to adverse environmental conditions.

Special Requirement

- Valid North Carolina Driver's License
- AICP or ability to obtain within one year

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.burlingtonnc.gov>

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Position #2020-00035
PLANNING MANAGER
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