



**JACKSON COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Working Job Title:	Senior Planner	Status: (FT or PT)	Permanent Full-Time
Classification Job Title:	Senior Planner	Function of Government:	General Government
Department:	Planning	FLSA Classification:	Non-Exempt
Reports To:	Planning Director	Grade:	Grade 26

I. Primary Purpose of Position

Responsible for performing professional planning, research, analytical, and technical duties in the County Planning Department to ensure orderly growth of the County and efficient administration of County resources and for interpreting and enforcing zoning and land development ordinance, including receiving complaints, investigating zoning violations, advising on corrective measures and discussing legal action if necessary. Work generally requires the employee to issue zoning compliance permits and process rezoning, special use permits and variance applications. Work is performed under regular supervision of the Planning Director.

II. Essential Job Functions (Duties and Responsibilities)

- Conducts studies in areas such as land use, zoning, transportation, agriculture, community facilities and services, housing, natural and cultural resources, community character and design, and environmental development.
- Assists in the development, maintenance, and implementation of County plans and policies including the County Comprehensive Plan, community plans, zoning studies, and others.
- Issues zoning compliance permits and ensures that all information is correct and ensures that the land use is permitted within the district located.
- Enforces the zoning and land development ordinances of County and municipalities and responds to daily questions concerning zoning, subdivision, watershed and steep slope issues from citizens, developers, government officials, etc.
- Receives complains and conducts field investigations to determine if zoning violations exist; notifies violators and provides advice regarding corrective measures; conducts follow-up inspections and meets with County Attorney for legal action, if necessary.
- Supports watershed enforcement by ensuring that lots are in compliance with watershed regulations.

- Uses GIS database to locate property and identify applicable land development ordinances the land is subject to.
- Assists in the preparation of staff analysis and staff recommendation on rezoning and special use permits and variances; processes application, identifies property owners with the Tax Administration Department database and prepares notices and legal advertisements.
- Reviews plans to ensure compliance with regulations.
- Assists in the preparation of staff analysis and staff recommendation variances and special use permit requests given to Planning Board and Board of Commissioners.
- Issues zoning compliance permits and ensures that all information is correct; maintains database of permits issued.
- Assists with revising text amendments for zoning and land development ordinances.
- Calculates slope under the Mountain and Hillside Slope Ordinance.
- Trains staff members in slope calculations.
- Liaison and point-of-contact for all inter-local agreements.
- Completes site design for planning and related County projects as needed.
- Attends Planning Board, Board of Adjustment, Board of Commissioners, public hearings, and other board/committee meetings as needed to participate and answer technical question form board/committee members and general public.

III. Other Job Functions

Acts as supervisor of the Planning Department in absence of Planning Director. Performs related duties as required or assigned by the Planning Director.

Jackson County reserves the right to add or amend duties at any time.

IV. Knowledge, Skills, and Abilities

- General knowledge of zoning ordinance, subdivision regulations, watershed protection ordinance, and flood prevention ordinance.
- General knowledge of general statutes related to land use regulations.
- General knowledge of engineering practices and transportation planning.
- Strong mathematical and analytical skills.
- Ability to read maps, plans, and orthophotos.
- General knowledge of software applications pertaining to planning and zoning.
- Ability to read and comprehend complex legal and land use regulations to help determine course of action.
- General knowledge of GIS technology.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective working relationships with developers, realtors, architects, engineers, consultants, government officials, other County employees and departments and the general public.

V. Minimum Education and Experience Requirements

A bachelor's degree in planning, geography, or related field and at least one-year experience in planning; or an equivalent combination of education and experience.

VI. Special Requirements

Must maintain a valid North Carolina driver’s license. Must possess or be able to obtain Certified Zoning Official certification within a year of hire.

VII. Supervisory Controls

The work is performed under general direction of the Planning Director who identifies the overall objectives and goals of the department and assigns work.

VIII. Supervision Given

This position does not directly supervise any other position but acts as supervisor in absence of Planning Director.

IX. Physical Demands

Tasks require the ability to exert moderate physical effort in light to medium work, which involves stooping, climbing, kneeling, crawling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds). Tasks may involve walking short to medium distances that may or may not involve moderate to steep inclines due to topography of county. Must possess visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading and use measurement devices. Exposure to environmental conditions such as dirt, dust, or other airborne particles is likely and exposure to animals and insects that may result in bites, stings or abrasions is a possibility when performing some functions of this job. Exposure to climatological changes such as heat and cold are probable while performing job duties.

Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

X. Exposure Control

Work activity is normally performed without blood or body fluid exposure; exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

XI. Signatures

Employee Signature

Date

Human Resources Director

Date