



TOWN of  
WAKE FOREST

Wake Forest

## Planner I-Development Services

<b>SALARY</b>	\$55,393.00 - \$60,932.00 Annually	<b>LOCATION</b>	Wake Forest, NC
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	202300032
<b>DEPARTMENT</b>	Planning	<b>OPENING DATE</b>	06/12/2023

This position performs entry level planning work implementing a variety of planning activities focused on development review and current planning requiring a general level of independence.

An employee in this class is responsible for reviewing plats, processing annexation petitions, assisting residents and developers with various issues, reviewing administrative permits such as minor architectural applications and sign permits. Work involves providing technical guidance to department staff and the public requiring empathy, tact, and firmness. Work in this class requires developing solutions in partnership with others to problems and performing an entry level of interpretation of ordinances, laws, etc. The employee works under the general supervision of the Assistant Planning Director. Work requires a high level of discretion and often requires the use and handling of confidential information.

### Essential Functions

#### Essential Duties and Tasks

- Reviews final plats;
- Reviews sign permit applications;
- Reviews plots plans;
- Reviews annexation petitions;
- Reviews minor architectural applications;
- Issues zoning verification letters;
- Performs site compliance inspections;
- Researches, investigates, and prepares written reports on planning policies and issues;
- Helps citizens and developers on zoning and related matters;
- Assists other planning staff with special projects;
- Assists with covering the front desk; and
- Performs other duties as required.

### Minimum Qualifications

#### Knowledge, Skills, and Abilities

- Knowledge of planning principles and practices.
- Knowledge of current literature and best practices in the field of planning.
- Knowledge of governmental laws, programs, and services pertinent to the planning process.
- Knowledge of effective writing techniques.
- Knowledge of computer hardware and software programs, which include Microsoft Office, internet applications, and GIS
- Ability to establish and maintain effective working relationships with employees, elected officials, partner agencies, and the general public.
- Ability to work effectively independently or in a team environment as needed.
- Knowledge of principles and practices of research and data collection.
- Excellent oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Critical thinking skills to gather relevant information to solve vaguely defined practical problems.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently with minimal direction and supervision.

#### Desirable Education and Experience

Graduation from a four-year college or university with a major in urban and regional planning, geography, architecture, historic preservation, engineering or related field with considerable professional planning experience.

#### Special Requirements

- Possession of a valid North Carolina driver's license.
- Certified Zoning Official certification required or must be obtained within one year of employment.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspections in the field.

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**Agency**

Wake Forest

**Address**

301 S. Brooks St

Wake Forest, North Carolina, 27587

**Website**

<https://www.wakeforestnc.gov/human-resources>