**Job Number: 0425**

**Job Title: SENIOR PLANNER**

**Date: 05/2023**

**Primary Reason the Classification Exists**

To perform advanced professional planning, research and analysis in the City Development and Design Department to ensure the orderly growth of the City and efficient administration of City resources.

**Distinguishing Features of the Class**

An employee in this class performs planning work that provides coordinated guidance and regulation of the growth and development of the City. Work involves leading the detailed review and analysis of applications for site plan approval, special use permits, certificates of appropriateness, planned developments, landscape plans, map amendments, text amendments, subdivisions and related plans/documents. Assists property owners, developers and citizens; conducts research and studies for zoning, annexation and other issues; develops publications and provides staff assistance to advisory boards and the public; provides planning consultation to other City departments. Work involves providing technical guidance with considerable public contact on issues requiring judgment, firmness, and tact. Work is performed under general supervision and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the City's citizens.

**Illustrative Examples of Work**

* Takes lead role in operations of the planning / zoning division of the Development and Design department, including reviewing and processing applications for map and text amendments to the zoning code, project management for planning studies and representation of the department in other departmental studies i.e. Parks and Recreation Master Plan and Downtown Master Plan
* Communicates with the public and City Boards and staff in regards to planning matters, such as review of development plans and proposals with the general public and design professionals, as well as presenting to City Council, Planning Board, etc.
* Reviews development plans for compliance with adopted plans and policies; researches and prepares staff reports for council, board member and commissioner consideration; provides guidance to architects, builders, attorneys, contractors, engineers and the general public on the consistency of their interests with City land use regulations; conducts on site visits and inspections.
* Serves as staff coordinator or City liaison when deemed appropriate by the Director.
* Participates in public meetings, hearings and various presentations; represents City at selected public meetings; makes presentations as appropriate; explains recommendations and planning work required.
* Researches and prepares planning elements necessary for decisions by management, council, boards or commissions regarding land use, historic preservation, zoning, housing, and environmental impact.
* Provides research and input into the development of ordinances, policies, procedures and publications for the City and the department; drafts ordinances, plans and publications.
* Prepares forms, correspondence, reports, presentations, and other written materials.
* Assists with grant applications and proposals.
* Assists or takes lead role in planning activities with federal, state, city, county and private agencies.
* Develops, coordinates and recommends a variety of special and continuing plans related to the growth, development and redevelopment of the City.
* Assists in the preparation of budget estimates for the department.
* May oversees daily activities of part time code enforcement personnel.
* Serves as staff to City Council and Planning Board as directed.
* Performs other related tasks as required.

**Knowledge, Skills, and Abilities**

* Knowledge of the principles and practices of community and economic development and public sector planning.
* Knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.
* Knowledge of the environmental and socio‑economic implications of the planning process.
* Knowledge of the City's zoning, land use, and other ordinances and codes.
* Knowledge of general historic preservation principles.
* Skilled in the collection, analysis, and presentation of technical data and planning recommendations.
* Skilled in database development and management.
* Skilled in code administration
* Skilled in supervision of employees.
* Ability to work independently and display sound judgement as well as collaborate and work as a member of a team.
* Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public.
* Ability to create thorough documentation and maintain detailed records of map amendments, text amendments, subdivisions, and related applications, plans and documents;
* Ability to prepare comprehensive reports and studies.
* Ability to communicate clearly and express ideas effectively in oral and written forms.
* Ability to use and adapt to technology.
* Ability to provide leadership to committees and staff; build consensus; and work collaboratively with developers, City officials, and the community regarding development.

**Physical Requirements**

Work in this classification is defined as sedentary exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling and repetitive motions. Vocal communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for extensive reading, to prepare and analyze written or computer data, read and interpret maps, determine the accuracy and thoroughness of work, and observe general surroundings and activities.

**Working Conditions**

Work is generally performed in an office environment and employee is not substantially exposed to adverse environmental conditions.

**Education**

Graduation from an college or university with a Bachelor’s degree in Planning, or similar related field.

**Experience**

Three (3) to five (5) years of progressively responsible professional planning experience, or an equivalent combination of education, training, and experience in planning which will provide for the necessary knowledge, skills, and abilities to adequately perform the essential duties.

**Special Requirements**

* Valid North Carolina driver’s license
* AICP certification or ability to obtain is desired.

**FLSA Status**: Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

May 2023