

## VILLAGE OF MARVIN

### GENERAL STATEMENT OF JOB

**Planner** - Village of Marvin, Population 5,500. Performs highly responsible professional planning, zoning, permitting and development review functions for a municipality located 12 miles south of Charlotte in Union County with high growth rate; responsible for the implementation of the Village's land use and development plans, GIS mapping, site plan and subdivision review and text amendments. Work involves complex and sensitive issues requiring a high level of judgment and tact and the ability to clearly communicate and work with citizens, volunteer boards and elected officials. For a complete description visit [www.marvinnc.org](http://www.marvinnc.org). Requires a bachelor's degree in city/regional planning or closely related field with at least 2 years experience in municipal planning. Salary range \$35,000 - \$40,000 DOQ. Benefit package is provided. Submit cover letter and resume by January 27, 2012 to Village Administrator, 10004 New Town Rd., Marvin, NC 28173 or [lisathompson@marvinnc.org](mailto:lisathompson@marvinnc.org). EOE.



JOB TITLE: Planner  
Administrative Department  
FLSA Status: Exempt

Under the supervision of the Village Administrator/Senior Planner, performs highly responsible professional planning functions relating to land use, zoning code, subdivision, annexation, and developmental review.

#### Job Functions:

- Formulate, submit and present planning department staff reports and recommendations to the Village Council, Planning Board, Parks, Recreation, and Greenway Advisory Board, Design Review Board and Board of Adjustment. Act as staff support for the Planning Board, Parks, Recreation & Greenway Advisory Board, and the Design Review Board.
- Presents oral and written reports, including special maps, charts and graphics to assist officials in determinations.
- Develops, implements and administers planning and zoning policies, ordinances, and procedures.
- Reviews and recommends rezoning requests; interprets, applies, and recommends zoning and land use ordinance amendments.
- Reviews applications and issues zoning related permits.
- Maintains necessary records and reports.
- Assists Village Administrator and Finance Officer in calculating zoning related revenues and expenditures for the annual budget.
- Maintains Village maps in GIS data base.
- Responds to citizen complaints and questions on all planning related topics.
- Represents the Village on various regional boards and committees
- Responds to citizen complaints and code enforcement cases.
- Performs other duties as required.

#### Required Knowledge, Skills and Abilities:

This position requires a thorough knowledge of planning principles and zoning code, complimented by a good understanding of common construction practices. The employee must be able to effectively work in conjunction with other departments, Senior Planner, and elected or appointed boards. This position requires thorough knowledge and understanding of the framework of municipal, county and state government. The employee must have the ability to communicate effectively, both orally and in written form. One must deal tactfully and courteously with the public, yet exhibit considerable firmness and fairness in administration of regulations. This position requires that the employee possess significant computer skills as they relate to Geographic Information Systems, general office functions and common office equipment.

#### Qualifications:

Graduation from an accredited college or university with a bachelor's or master's degree in urban planning, geography, public administration, landscape architecture, or a related field. Minimum of two years progressively responsible planning experience required.

Valid NC State Drivers License.