

EMPLOYMENT OPPORTUNITY

TOWN OF FOREST CITY

PLANNER

The Town of Forest City (population 7,400), is one of the fastest growing small towns located in the foothills of Western North Carolina, centrally located just 1-hour west of Charlotte, NC, and 1-hour east of Asheville, NC. The Town is seeking a motivated, qualified applicant to fill the position of Planner.

This position is responsible for a professional level of planning duties enforcing residential, commercial, land use, storm water, floodplain, zoning, and other ordinances and performing related planning functions to include scheduled Board of Planning & Adjustment meetings and presentations to the Town's council when needed. The work will include assisting customers with land use and zoning interpretations, conducting initial site and plan reviews including minor to moderate complexity; analyzing data; updating drafting reports; researching records and enforcing planning ordinances and policies and advises property owners and tenants of violations and issue fines when necessary; code enforcement of the UDO and land development standards, maintaining updates of rezoning information in the Smart Gov system and knowledge of the GIS system. The work requires considerable contact with developers, architects, and with the public. Knowledge of the planning field, professional judgement and initiative, and tact and courtesy are required in the performance of the planner position. This position reports to the Building and Zoning Codes Administrator.

The applicant must be a graduate from a four-year college or university with a degree in planning or related field with some experience as a professional planner, or an equivalent combination of education and experience. A minimum of one year's experience is preferred. Certified Zoning Official certification is preferred or the ability to obtain within 6 months. The salary range for this position is \$43,652 - \$79,590 based upon experience and qualifications. Successful applicant must pass a drug test and criminal background check prior to employment.

Applications can be obtained at our website www.townofforestcity.com or at the Human Resources Department located at 128 North Powell Street, Forest City, NC 28043. Applications will be accepted at the City Hall location beginning April 27, 2023, until filled.

For further information call 828-248-5242.

The Town of Forest City is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.