

Part Time Planning Assistant/Permit Technician

The Planning Assistant/Permit Technician will provide responsible technical and administrative support to the Town Planner, the development community, and the public in the administration of land-use related regulations. This position performs a wide variety of tasks and duties as related to the overall enforcement of the Town of Weddington Code of Ordinances. Ability to organize and prioritize tasks and work independently is essential. Work requires knowledge of local and related state laws, ordinances, environmental issues, and extensive public contact and conflict resolution skills.

Reports to the Town Planner. After training period, performs routine duties independently. Does not supervise others.

Permit Technician

- Responds to routine permitting inquiries and provides customer service to the public at the permit counter and via telephone, email, and/or permitting portal.
- Provides general information to the public regarding permitting processes, zoning, and erosion control actions.
- Receives and processes various types of permit applications; reviews applications for accuracy and completeness.
- Creates permit files and distributes applications for review; updates and maintains permitting records; tracks and reports on permit activity; determines, collects, and receipts permit fees.
- Researches and communicates the status of permits to applicants.
- Serves as a liaison between the public and town planner
- Prepares and distributes reports as needed
- Maintain Town zoning permit files in accordance with NC Records Retention Schedule

Planning Assistant

- Code Enforcement: Manage code compliance complaints and work with contracted code enforcement officer on zoning and nuisance enforcement, field investigations, and response to complaints. May also assist on a limited basis with inspections enforcement including condemnations and minimum housing;
- Prepares reports related to inspection and enforcement of each activity within the position;
- Citizen Inquiries: Research property land use questions to respond to citizens;
- Attend regular monthly Planning Board meetings; assist in preparation of documents packet and meeting minutes;
- Review applications and issue various zoning permits that require staff approval;
- Performs other job-related tasks as required.

Typical Qualifications

Bachelor's degree in Planning, Geography, Public Administration or related field is preferred. Any combination of education and work experience that demonstrably provides the required skills may be considered acceptable.

Supplemental Information

Must be able to use computers and be familiar with computer programs such as MS Word, MS Excel, MS PowerPoint, and Google.

Requires a valid driver's license with an acceptable driving record.

Ability to obtain North Carolina Certified Zoning Official status within two (2) years of employment.

Effective oral, written, and interpersonal communication skills with a focus on customer service;

Ability to work under pressure and independently;

Strong organizational skills with an eye for detail;

Knowledge of the organization and functions of a town planning department;

Ability to learn and adapt in an agile environment;

Desire to seek out, foster, and implement process improvements;

General knowledge of legal requirements associated with planning and zoning;

Working knowledge of land use codes;

Ability to approve, prepare, and issue zoning permits;

Ability to establish and maintain effective working relationships as necessitated by work assignments.