



**The Town of Weddington is seeking qualified candidates for the position of  
Town Planner.**

The Town of Weddington is a residential community located in the northwestern corner of Union County, NC, south of Charlotte. The Town is comprised almost exclusively of single-family homes featuring lush landscapes, open space, and conserved land. Weddington's Town Center is the one commercial area within its boundaries and is located at the intersection of NC 16 and NC 84. This commercial area combined with a family-based community offers a desirable small-town atmosphere.

The Town of Weddington operates with an elected Town Council and Mayor that work together to make decisions regarding Town services, revenues, and expenditures. The Town Council makes policy and legislative decisions and is responsible for the budget approval. The Town Planner is responsible for administering all municipal planning including zoning, permitting, and other responsibilities as delegated by the Town Council. Currently, the Town of Weddington is looking for qualified candidates to apply for the position of the Town Planner. If you are interested in this position and meet the qualifications, we encourage you to submit your cover letter and resume to Town Administrator/Clerk at [townadmin@townofweddington.com](mailto:townadmin@townofweddington.com)

**TITLE:** Town Planner

**REPORTS TO:** The Town Planner operates under a dual reporting structure. Administrative supervision is provided by the Town Administrator and includes matters such as attendance, leave approval, daily coordination, and routine task delegation. For policy direction, planning priorities, and assignment of council-directed work, the Town Planner reports directly to the Town Council. Performance evaluations are conducted by Council and Administrator. Salary, promotion, benefits, and performance-related decisions shall be made by Council.

**FLSA STATUS:** Exempt

**General Position Description:** The Planner serves as a custodian of the Town's long-term vision, community character and development quality by proactively guiding land use and development proposals towards outcomes that enhance neighborhoods, infrastructure, aesthetics and property values.

The Planner oversees Town planning, permitting, zoning, activities, projects and provides information to the Mayor, Council, Town Administrator, employees, volunteers, developers and citizens. This exempt position requires 40 hours per week and some work on nights and weekends, as necessary.

**Work Location/Environment:** The Town Planner works in the Town Hall, located in the historic Thomas Wren House at 1924 Weddington Road, Weddington, NC 28104. Remote Work is allowed on days of Office Closures for Inclement Weather or other disturbances that require closure of Town Hall.

**Essential Job Functions:** The Town Planner is responsible to the Town Council for administering all municipal planning affairs including zoning, permitting, and other responsibilities as delegated by the Town Council and shall have the following powers and duties:

- Performs and coordinates the Town's planning and zoning functions relating to long-range planning, land use, zoning, annexation, and subdivision administration for all land development consistent with the "administrator" duties as set forth in the Unified Development Ordinance;
- Presents oral and written reports, including special maps, charts, and graphics to the Town Council, Planning Board, and Board of Adjustment;
- Act as staff support for the Planning Board, and Board of Adjustment;
- Assists Town Administrator/Clerk in compiling agendas for public hearings, Planning Board, Board of Adjustment, and other town advisory board meetings;

- Supervises, directs, and evaluates the work of the Town Permit Technician/Planning Assistant
- Reviews and recommends rezoning requests; interprets, applies, and recommends zoning and land use ordinance amendments;
- Reviews applications and issues zoning permits; Provides professional guidance to property owners and development applicants to encourage high quality development consistent with the Town's adopted plans and design standards;
- Conducts early review and coordination meeting with applicants to identify potential concerns related to neighborhood compatibility, traffic, infrastructure, environmental impacts, architectural quality and long-term community benefits;
- Assists developers in managing the application process including ensuring all documents are compiled for a complete application and that figures, calculations and exhibits are verified and authenticated before being submitted to the Planning Board and Town Council;
- Maintains necessary records and reports;
- Maintains the Town's GIS database and associated maps including updating subdivisions and undeveloped land every year.
- Protect community character and long-term quality of life in the town of Weddington.
- Ensure projects meet both the technical requirements and the qualitative expectations of the Town.
- Oversight of Projects through final bond release.
- Coordinates and Manages Contract Service Providers, including all Erosion & Sediment Plans, Reviews and Applications.
- Requires Monthly updates for Town Council Meetings and an Interim Update prior to Meet the Mayor, tracking projects and their phases.
- Assists Budget Officer in calculating zoning related revenues and expenditures for the annual budget;
- Uses Union County UC Atlas database as needed;
- Represents the Town on various regional boards and committees;
- Attends all meetings of the Town Council and Planning Board and public involvement meetings;
- Responds to citizen complaints and questions on all planning related topics;

- Administers successful grants and executes appropriate actions as required;
- Erosion and Sedimentation Control Administrator;
- Floodplain Administrator; and,
- Act as a representative of the town;
- Performs other duties as required and directed by the Town Administrator and/or Town Council.

**Physical Qualifications:** The work is primarily sedentary but does involve some standing. The tasks include seated work, some light carrying, manual dexterity, and bending and lifting. The Town Planner is occasionally required to drive through the Town and throughout the state on limited occasional travel.

**Knowledge Skills and Abilities:** The successful candidate will have a thorough knowledge of:

- Public sector management principles, policies, and practices;
- The ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes;
- The ability to plan, organize, supervise, and inspect the work of professional, technical and support personnel;
- The ability to delegate responsibility;
- The ability to prepare and present technical and statistical reports; and,
- The ability to establish and maintain effective working relationships with Town officials, employees, the business community, the public, and State, Regional and Federal officials.

**Education and/or Experience:** A Bachelor's degree in Planning, Public Administration, or related field, with Master's degree is preferred; five years senior management and/or planning experience (preferably in municipal government); OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities and the willingness to learn and grow into the position.

**Special Requirements:** American Institute of Certified Planners (AICP) certification preferred. Certified Zoning Official (CZO) certification preferred. Possession of a valid North or South Carolina Driver's License. Will require attendance at night meetings, including, but not limited to the Town Council, Planning Board, and Board of Adjustment. Final applicant subject to pre-employment drug screening and background check.

**The Town of Weddington offers a comprehensive benefits package with starting salary range between \$80,000 and \$88,200.**