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

The Town of Weddington is a suburban community located south of Charlotte in the northwestern corner of Union County, NC. The Town is comprised almost exclusively of single-family homes featuring lush landscapes, open space, and conserved land. Weddington’s Town Center, located near NC 16 and NC 84, is the one commercial area within its boundaries. 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 Administrator/Clerk. Currently, the Town of Weddington is looking for qualified candidates to apply for the position of Town Planner. If you are interested in this position, and meet the qualifications, we encourage you to submit your cover letter and resume to Karen Dewey at 1924 Weddington Road, Weddington, NC 28104, or via email at [kdewey@townofweddington.com](mailto:kdewey@townofweddington.com).

**TITLE:** Town Planner

**REPORTS TO:** Works under the direction of and is responsible to the Town Administrator/Clerk.

**FLSA STATUS:** Nonexempt

**General Position Description:** The Town Planner is responsible for ensuring effective management of Town affairs and operations. The Planner oversees Town planning, permitting, zoning, activities, projects and provides information to the Town Administrator/Clerk, employees, volunteers, and citizens. This nonexempt position requires 35 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.

**Essential Job Functions:** The Town Planner is responsible to the Town Administrator/Clerk for administering all municipal planning affairs including zoning, permitting, and other responsibilities as delegated by the Town Administrator/Clerk 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;
* 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;
* Reviews and recommends rezoning requests; interprets, applies, and recommends zoning and land use ordinance amendments;
* Reviews applications and issues zoning permits;
* Maintains necessary records and reports;
* Maintains the Town’s GIS database and associated maps;
* Assists Budget Officer in calculating zoning related revenues and expenditures for the annual budget;
* Uses Union County GIS database as needed;
* Represents the Town on various regional boards and committees;
* Attends all meetings of the Town Council 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,
* Performs other duties as required.

**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 employees, Town officials, 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.

**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.

**To Apply, Please Submit the Following Materials:**

1. Cover letter; and,
2. Current resume

**Reasonable Accommodations:** Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact the Town at [enter phone number, email] for additional information or assistance. Applicants with speech or hearing impairments may contact the Town for assistance through the North Carolina Relay by dialing 711.

**Hiring Schedule:** Closing Date: Open until filled.

**Send Materials to:**

Karen Dewey, Town Administrator/Clerk

Town of Weddington

1924 Weddington Road

Weddington, NC 28104

Or [kdewey@townofweddington.com](mailto:kdewey@townofweddington.com)

*It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.*