



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

The Town of Weddington is a rural 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 near 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 Administrator/Planner acts as an agent to the Council in developing, interpreting, and implementing policy and directs and participates in the operations and functions of Town Hall to ensure smooth, effective, and efficient operation of the Town. Currently, the Town of Weddington is looking for qualified candidates to apply for the position of the Town Administrator/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, 1924 Weddington Rd., Weddington NC 28104 or email to kdewey@townofweddington.com

TITLE: Town Administrator/Planner

REPORTS TO: Works under the direction of and is responsible to the Town Council.

Salary Range: Negotiable

Benefits: Paid Medical, dental, vision, life, and short-term disability insurance; 5% match – NC 401(k); and NC LGERS Enrollment.

FLSA STATUS: Exempt.

General Position Description: The Town Administrator/Planner is the chief administrator of the Town and is responsible for assuring effective management of Town affairs and operations. The Administrator/Planner oversees Town departments, activities, and projects; prepares and implements operating and capital budgets; supervises human resources functions, conducts research, and provides information, and serves as liaison and coordinator between elected and appointed Town officials, employees, volunteers, and citizens. This position is expected to serve in a full-time capacity, including nights and weekends, as necessary.

Work Location/Environment: The Town Administrator works in the Town Hall located in the Thomas Wren House at 1924 Weddington Rd, Weddington, NC 28104.

Essential Job Functions:

The town administrator/planner shall be responsible to the council for administering all municipal affairs as delegated by the council and shall have the following powers and duties:

Town Administrator Duties:

- To ensure all state laws, the Town charter, Town ordinances, resolutions, and regulations are faithfully executed within the Town.
- To appoint, suspend, or remove town officers and employees at the direction of the council and the Mayor;
- To direct and supervise the administration of all departments, offices and agencies of the town, subject to the general direction and control of the Council;
- To direct, coordinate and participate in the operations and functions of the town hall to ensure smooth, effective and efficient operation;
- To act as an agent to the council in developing, interpreting, and implementing policy;

- To make any other reports that the council may require concerning the operations of Town departments, offices, and agencies subject to the Administrator/Planner's direction and control.
- To respond to requests and correspondence from outside organizations and individuals or refer such requests and correspondence to the appropriate town official;
- To attend all meetings of the council and all town boards and committees;
- To annually submit to the council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.
- To oversee the preparation and submission of the annual budget to the council;
- To perform such other duties as may be required or authorized by the council.
- Maintains personnel records and job descriptions and performs other personnel related tasks.
- Manages the Town's contracts.

Town Planner Duties:

Typical duties as performed by Town Planner as prescribed by law and Town Charter.

- Performs and coordinates the Town's planning and zoning functions relating to long-range planning, land use, zoning code, subdivision, annexation, 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 Clerk in compiling agendas for Joint 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; serves as staff to the Planning Board and Board of Adjustment.
- Reviews applications and issues zoning related permits.
- Maintains necessary records and reports.
- Assists Budget Officer in calculating zoning related revenues and expenditures for the annual budget.
- Maintains Town maps in GIS data base, updating base with changes, creating layers, printing maps, and coordinating new data with County GIS
- Represents the Town on various regional boards and committees.
- Attends all meetings of the 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.
- Performs other duties as required.

Physical Qualifications: The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The Town Administrator/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 administration, financial management and public sector management principals, policies, and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise, and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. 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: Bachelor's degree in Planning, Public Administration or a related field, with Master's degree 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 valid North or South Carolina Driver's License. Will require attendance at night meetings, including but not limited to: Town Council, Planning Board, and Board of Adjustment. Final applicant subject to pre-employment drug screening and background check.

To Apply Submit the following materials:

1. Cover letter
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 of Weddington
1924 Weddington Rd
Weddington NC 28104
Or 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.