

Planner

The City of Hamlet is seeking qualified applicants for the position of Planner. An employee in this class is responsible for professional-level planning duties. The Planner oversees City planning, permitting, zoning, activities, projects and provides information to the City Clerk, employees, and citizens. Work is performed independently and includes support to various boards. Work includes reviewing zoning permits, performing site reviews, and enforcing planning ordinances and policies. Work is supervised by the City Manager.

The City Planner is responsible to the City Manager for administering all municipal planning affairs including zoning, permitting, and other responsibilities as delegated by the City Manager 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 City Council, Planning Board, and Board of Adjustment;
- Act as staff support for the Planning Board, and Board of Adjustment;
- Compiles agendas for public hearings, Planning Board, Board of Adjustment, and other City 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 City's GIS database and associated maps;
- Assists the Finance Director in calculating zoning related revenues and expenditures for the annual budget;
- Uses Richmond County GIS database as needed;
- Represents the City on various regional boards and committees;
- Attends all meetings of the City 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;
- Floodplain Administrator; and,
- Performs other duties as required. Physical Qualifications: The work is primarily sedentary but does involve some standing

Education and Experience

Bachelor's degree from an accredited college or university in planning, public administration or related field, and one to three years of related experience. Experience managing budgets, grants, and/or projects preferred.

Pay range is \$44,014-\$49,492 depending on experience.

It is the policy of the city to foster, maintain and promote equal employment opportunity. The city shall select employees on the basis of the applicant's qualifications and without regard to age, sex, race, color, creed, religion or national origin. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties.