**PLANNING TECHNICIAN**

**GENERAL DESCRIPTION**

The planning technician performs intermediate technical work related to permits and general zoning review. This person is responsible for analyzing the physical development of the Town in regards the application of town ordinances, and customer interactions both by phone and in person. Work generally requires the employee to create maps, enforce and oversee regulations, issue zoning compliance letters, sign permits, and additional zoning review or research as required. Guides include zoning ordinance, subdivision ordinance, general statutes and land development plans. Work is performed under the general supervision of the Planning Director and is evaluated through observation, conferences and quality and effectiveness of work completed.

**ESSENTIAL JOB FUNCTIONS**

Process and issues signage permits

Issues zoning compliance letters and ensures that all information is accurate

Responsible for responding to zoning questions from citizens, developers, government officials, etc.

Assists Planning Director with zoning requests, including conditional zoning requests, variances, changes in non-conforming use, zoning changes, and text amendments relating to Town zoning

Assists with review of development proposals with City, County, State and Federal agencies and private developers

Conducts public notice requirements relating to Planning and Zoning

Analyzes existing land use, public facilities, environmental constraints, and other information in conjunction with development proposals

Prepares and presents reports at public meetings as required such as but not limited to Council, Board of Adjustment and Planning Board

Responsible for managing Town’s participation in Community Development Block Grant and researching other planning grant opportunities

Undertakes a variety of special projects, map creation and upkeep of Geographic Information Systems

**EDUCATION AND EXPERIENCE**

Associate’s or Bachelor’s degree from an accredited college or university in planning, geography or a related field, or considerable course work, and one or more years of planning experience, or equivalent combination of education and experience

**SPECIAL REQUIREMENTS**

Must have either a valid North Carolina or South Carolina’s driver’s license and be able to maintain a safe driving record. Ability to obtain AICP certification is preferred.

**SALARY AND BENEFITS:**   
The Town offers a comprehensive benefits package with paid health, dental and vision plans, both NC Retirement and a 401k match, and up to $6000 for a HRA reimbursement. Paid vacation and sick time. The pay range starts at $38,830. Starting salary is based on experience and qualifications.

**To apply for this job:**  
To apply for the position, please go to: [Human Resources - Town of Pineville, NC](https://www.pinevillenc.gov/government/departments/human-resources/#jobs) and complete a job application. Alternatively, a resume can be sent to: [resumes@pinevillenc.gov](mailto:resumes@pinevillenc.gov) with Planning Technician in the subject line.

Thank you for your interest in the Town of Pineville. [www.pinevillenc.gov](http://www.pinevillenc.gov) An equal opportunity employer.

Screening Questions with application (if allowed):

What level of education in Planning, Geography or a related field have you attained?

How many years of experience in Planning do you have?

Do you possess knowledge of GIS systems and mapping?