



Town of Jamestown Planner Opening

OPPORTUNITY: Jamestown (pop. 4,300+) is seeking a qualified Planner for its beautiful community located in southwest Guilford County in the Piedmont region of North Carolina. The town operates as a full-services government and has excellent schools, parks, and a rapidly growing community with new residential and commercial development.

The Planner will work collaboratively with the Planning Director and other town staff with active involvement and influence in a broad variety of work areas. The position offers experience in many aspects of local government and includes engagement with citizens, developers, local officials, and state and regional agencies.

This will be a unique opportunity for the perfect candidate to be involved in a myriad of planning opportunities, project management, development projects and community engagement assignments.

The ideal applicant is self-motivated, well-organized, thrives in a collaborative but small-staff environment, and can think both linearly and strategically.

DETAILS: Jamestown's Town Planner will be a new position and is precipitated by the ongoing growth in our community. The Planner position will primarily perform professional planning services, but may also act in a supporting role with other departments in the Town. The Planner will report to the Planning Director. The position requires extensive knowledge of land-use planning. The Planner will be responsible for effective implementation of the development ordinance and guiding short- and long-term planning needs. Duties involve: reviewing applications, permits, plats, and development plans; zoning interpretations; preparing materials for agenda packets; presenting cases to appropriate boards and Council, which involves some evening work; oversight of code enforcement; oversight of GIS database and mapping; providing assistance to the public; and, other work as needed to deliver expected departmental services to stakeholders. Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors.

Jamestown contracts for building inspections and some environmental services. The town provides public water and sewer to most locations within its jurisdiction. Watershed protection is enforced by planning staff.

A Bachelor's degree in planning or a related field is required, but a Master's degree in planning or a related field is strongly preferred, with 5+ years of planning experience and a progression of increased planning responsibilities, with small-town experience a plus. A competitive benefits package is offered with a \$50,000-60,000 (grade 14) hiring salary range, depending on experience. For more information, please see our full brochure [here](#). The town is an equal opportunity employer and the position is open until filled. Applications received prior on or before Feb. 1, 2021, will receive full consideration. Please mail (e-mail submissions will not be considered) a cover letter, resume, and salary history to:

Town of Jamestown Planner Search
Attn: Sharen Apple
PO Box 848
Jamestown, NC 27282

(ad posted 12/16/2020)