

The Town of Jamestown, North Carolina  
is seeking a  
**Planner**



*Jamestown Public Library*



**Jamestown, North Carolina**  
*"The Pivot of the Piedmont"*

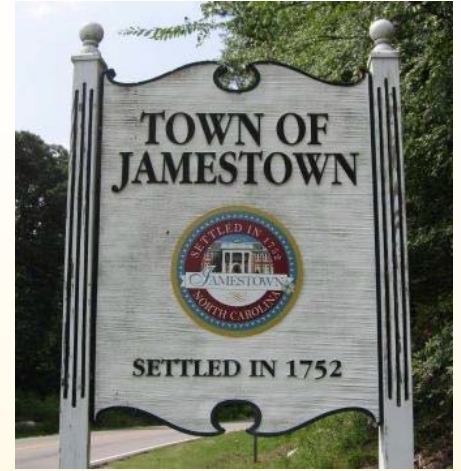


## INTRODUCING JAMESTOWN

The Town of Jamestown, centrally located in Guilford County, is ideally situated between the cities of Greensboro and High Point.

Founded in 1816 and named after Quaker James Mendenhall, Jamestown is nestled within minutes of the bustling Triad. Our quaint restaurants, desirable shops, welcoming neighborhoods and involved

citizens make Jamestown one of North Carolina's gems. The Town is a full service community that consists of approximately 3 square miles with a growing population of just over 4,000. Here you will find the charm of a community full of friendly faces and a helping hand, complemented by the amenities that a larger city has to offer.



### ■ KEY SERVICES

- Water & Sewer
- Solid Waste & Recycling
- Police & Fire Protection
- Planning
- Golf Course
- Parks & Recreation
- Street Maintenance



### Selected Demographic Comparison Data

|                                    | Jamestown | NC       |
|------------------------------------|-----------|----------|
| Median Age                         | 46.7      | 38.6     |
| Homeowners                         | 73%       | 65%      |
| Average Household Income           | \$61,107  | \$52,413 |
| Average Home Value                 | 222,200   | 165,900  |
| % of adults with Bachelor's Degree | 28.3%     | 19.6%    |

## Jamestown's Mission Statement

The Town of Jamestown will provide excellent services through the departments of Administration, Finance, Public Services, Parks and Recreation, Planning, along with maintaining good contacts for both fire and police protection.

## Town Government

Jamestown operates under the Council-Manager form of government, with the Town Council serving as the governing body of the Town and the Town Manager serving as the Chief Administrative Officer.

## Town Council

The Town Council is comprised of four members elected at-large and one elected Mayor, all of whom are elected in nonpartisan elections. The Mayor and Councilmembers will begin serving staggered terms in 2021.

## Planning Board

The Planning Board is comprised of five regular members and four ETJ members. The Board meets monthly or on an as-needed basis depending on workload.

For additional details on the Town of Jamestown and the community, please visit: [www.jamestown-nc.gov](http://www.jamestown-nc.gov).



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.



## EDUCATION & EXPERIENCE

### Required:

A Bachelor's degree in planning or related field.

1-3 years of progressively responsible work in the planning field.

Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors..

### The ideal candidate:

Master's degree in planning or a related field .

Extensive experience in GIS mapping , including editing and creating maps.

Experience in project management, grant-writing, and finance are a plus.

5+ years of planning experience and a demonstrated progression of increasing responsibilities within the organization are preferred.

AICP and/or PE designation or other professional affiliations are encouraged.

Experience working in a similar-sized community experiencing growth pressures.



### **Planner Position:**

Jamestown's Planner position 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.

## Compensation and Benefits

- Salary anticipated to be in the \$50,000—\$60,000 range, depending on qualifications and experience.
- NC Local Government Employee Retirement System (LGERS)
- 401K, with at 4.5% contribution by the Town.
- Fully paid health benefits—medical, dental, and vision for the employee. Spouse and family coverage available for a cost.
- Vacation and sick leave
- Life Insurance



**ESSENTIAL SKILLS**

Ability to communicate effectively and diplomatically build consensus among all elements of the community.

Able to adapt quickly to the needs of a growing community with a small staff.

Willingness to assist other departments with tasks that may not fit the traditional definition of a “Planner”.

Ability to think both linearly and strategically: He/She must be experience in providing impartial guidance to elected and appointed leaders to identify and address long-term strategic needs in the community and short-term steps necessary to sustain quality of life for citizens.

Must demonstrate unquestioned integrity in interactions with staff, citizens and town officials.



## HOW TO APPLY

Please **mail** a cover letter, resume and salary history to:

Town of Jamestown Planner Search

Attn: Sharen Apple

PO BOX 848

Jamestown, NC 27282

*Email submissions will not be considered*

The Town of Jamestown is an equal opportunity employer. This position will be considered open until filled. Priority consideration will be given to those who apply on or before February 1, 2021.



Town of Jamestown, NC—Planner

## For additional information:

Town of Jamestown

Matthew Johnson, AICP, ICMA-CM  
Assistant Town Manager/Planning  
Director

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