



SENIOR PLANNER

General Statement of Duties: Performs advanced professional level planning, research and analysis work in the development and implementation of current and long-range planning activities to ensure the orderly growth of the City.

DISTINGUISHING FEATURES OF THE CLASS

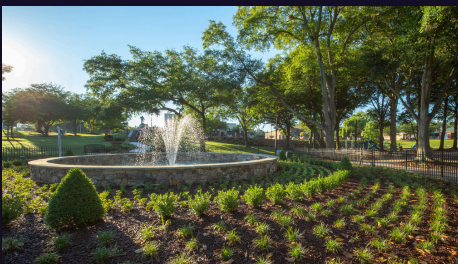
An employee in this class performs complex professional and administrative work involving programmatic and project management level comprehensive and small area planning and development regulation to ensure coordinated guidance of the growth and development of the City. Work involves processing complex land use applications; administering the residential and commercial site plan review process; informing the public of planning regulations and procedures; serving as a team leader on special planning projects and initiatives; conducting research and analysis for a variety of planning activities; providing staff assistance to various Boards; processing annexations; and assisting with drafting land use code amendments as needed. Work involves considerable public contact requiring judgment, firmness, and tact. Work is distinguished from the Planner classification by greater independence, complexity of projects, and impact of decisions. Work is performed under general supervision of the Planning Director and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the City's citizens.

ESSENTIAL DUTIES AND TASKS

Performs complex residential and commercial plan review; reviews and analyzes planning submittals for technical compliance with applicable zoning ordinances, City codes, and regulations; researches and prepares recommendations for board consideration.

Meet with applicants to provide information and guidance on development applications, municipal codes, adopted plans, regulations, and planning programs and services.

Develops and makes presentations on a variety of planning topics to elected and appointed boards and community groups including the Planning Board and City Council.





ESSENTIAL DUTIES AND TASKS CONTINUED

Conducts research on planning issues and special projects; researches zoning and ordinance issues; prepares and presents staff reports and recommendations on various planning studies including land use, rezoning, and subdivision development.

Serves as a staff liaison to various boards, commissions and/or committees involved in the development, adoption, and implementation of City plans and policies; prepares agendas and packets for review; attends meetings; prepares and present staff reports and other technical or necessary correspondence; provides staff input and recommendations.

Process annexation petitions; coordinates annexation petition/annexation legal description and impacts of annexation with other City departments; completes annexation impact report and determine statutory compliance with State annexation laws.

Creates and updates maps; manages and updates data; gathers data and researches needed information; develops graphs and tables utilizing GIS technology.

Assists with developing, implementing and administering planning and zoning policies, ordinances, and procedures.

Conducts and/or acts as team-lead for long range and special planning studies in the community; gathers data for evaluating current and advanced planning projects.

Researches and prepares planning elements necessary for decisions by management or boards regarding land use, zoning, housing, transportation, open space, and environmental impact.

Advises citizens, other department staff, and Board members on zoning and planning regulations, policies and procedures; interprets ordinances and codes related to development and zoning; serves as a technical advisor and communicates with the public about planning projects.

Manages, facilitates, and coordinates special projects related to land use, growth management, open space plans, streetscape plans, historic homes/district, etc.

Prepares presentations, charts, maps, graphs, and other illustrative materials for presentation to elected officials, appointed boards, and citizens.

Prepares, develops, presents and implements long-range planning projects related to long term development, coordinates as necessary with adjoining municipalities.





ESSENTIAL DUTIES AND TASKS CONTINUED

Review projects for compliance with approved plans.

Compiles and maintains a variety of planning statistics and descriptive data including population data, projections, surveys, plats and maps, and databases; prepares tables, graphs, and narratives of statistical data as requested.

Mentors and may train staff employees; provides staff oversight on assigned planning activities.

Coordinates with various governmental agencies, local civic groups, business leaders, developers, and others regarding planning and community development matters; serves as liaison to municipal, county, state and federal officials concerning proposals.

Attends and participates in professional development and training; stays abreast of new innovations and trends in the field of community development and planning.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices pertaining to urban planning and community development.

Thorough knowledge of North Carolina planning, zoning, and community development laws.

Thorough knowledge of City zoning, land use, and other ordinances and codes.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of GIS technology and its applications.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skill in collaborative conflict resolution, meeting facilitation, and public presentations.

Ability to prepare and present, in a clear and concise manner, oral and written reports on planning and development activities to internal or external agencies.

Ability to establish and maintain effective working relationships with community groups, public officials, contractors, and the general public.

Ability to mentor staff in a manner that helps achieve the highest performance.

Ability to enforce codes with firmness and tact.





REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES CONTINUED

- Ability to communicate effectively in oral and written forms.
- Ability to design and prepare analytical and interpretative reports.
- Ability to interpret and explain regulations accurately and consistently.
- Ability to organize and maintain detailed project records and reports.

DESIRED EDUCATION & EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's Degree in planning or a related field, completion of a Master's Degree preferred, and considerable experience in land use planning activities; or an equivalent combination of education and experience.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, fingering, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, data, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading.

SPECIAL REQUIREMENT

Possession of AICP certification within timeframe established by the City.

WORK ENVIRONMENT

The work environment is an indoor office with a moderately quiet noise level. Employee must be able to attend meetings at various sites and periodic night meetings. Occasional remote work is permitted.





CITY INFORMATION

1401 E. Catawba St, Belmont, NC 28012

Established: 1895

Population: 15,010

Number of Full Time Employees: 185

CITY COUNCIL MEMBERS

Mayor: Marc Seelinger

Mayor Pro Tem: Richard Turner

Councilman: Jim Hefferan

Councilwoman: Martha Stowe

Councilman: Jason Rumpfelt

Councilman: Alex Szucs

MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and craft breweries in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.

