



ASSOCIATE PLANNER

SALARY RANGE: \$55,419-\$83,246

General Statement of Duties: An employee in this class performs responsible and technically difficult work in the areas of land use planning and zoning regulations; performs related duties as required.

DISTINGUISHING FEATURES

1. Review, analyze, and respond to project applications, ensuring compliance with ordinances and standards and making recommendations that balance and optimize the needs of all users and of the community at large. (ie. plats, permits, site plans, variance requests and rezonings)
2. Writes and presents formal and technical reports, working papers, and correspondence.
3. Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
4. Assists with updates and maintenance of Comprehensive Plan and land development regulations.
5. Manage and update the City's GIS database; coordinating with internal and external staff as needed.
6. Attend public meetings (typically in the evenings), assisting other planning staff as appropriate.
7. Act as the staff liaison to at least one city board in addition to coordinating with Planning Board.
8. Serve as a mentor to the Planning Technician, including not limited to assistance with site plan reviews, text amendments. and zoning inspections.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to communicate verbally and in writing in a clear and concise manner.
2. Knowledge of current planning and design principles, practices, trends, regulations, standards and measurements. principles and practices of municipal planning and local government administration.
3. Knowledge of State and local laws relating to planning and land use regulations.
4. Knowledge in the use of ArcGIS Pro, Microsoft Word, Excel, PowerPoint, and Outlook.
5. Ability to exercise good organization and time management skills; work effectively with a diverse group of customers such as developers, design professionals, contractors, and citizens.
6. Ability to work both independently and in a team environment; problem solve and apply creativity in decision making.





ACCEPTABLE EXPERIENCE

This position requires a Bachelor's Degree in planning, public administration, architecture, geography or a closely related field and three years minimum of progressively responsible experience in planning and policy.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess, or have the ability to obtain, a North Carolina driver's license within four months. Must possess, or have the ability to obtain, AICP certification in 18 months. Additional planning -related certifications are encouraged, but not required.

PHYSICAL DEMANDS

Work involves walking, talking, hearing, using hands to feel, handle or operate objects, tools or controls and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry 25 pounds.

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 within the Town and periodic night meetings. Occasional remote work is permitted.

HOW TO APPLY

Interested individuals are encouraged to apply online using the link below:

<https://www.cityofbelmont.org/jobs>

Pre-employment drug screening is required. Position is open until filled. Equal Opportunity Employer.

If you have any questions, contact the Human Resources Director, Da'Sha Leach, at dleach@cityofbelmont.org.





CITY INFORMATION

1401 E. Catawba St, Belmont, NC 28012

Established: 1895

Population: 15,010

Number of Full Time Employees: 154

CITY COUNCIL MEMBERS

Mayor: Charlie Martin

Mayor Pro Tem: Richard Turner

Councilman: Jim Hefferan

Councilwoman: Martha Stowe

Councilman: Marc Seelinger

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 a craft brewery 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 free 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.

