

## **PROJECTS/PLANNING COORDINATOR**

Grade: 15  
FLSA Status: Non-exempt

### **General Statement of Duties**

Performs administrative and technical duties which include project management, planning duties, code enforcement, and certain inspection functions. Works with tight deadlines, is competent in using Microsoft Office applications such as Word and Excel, and has exceptional verbal, written, and presentation skills.

### **Distinguishing Features of the Class**

This employee assists the Town Manager and Planner with project management, performs code enforcement, conducts research, communicates through correspondence and verbal instruction, and performs general office duties. Monitors project plans, organizes/participates in stakeholder meetings, and ensures project deadlines are met in a timely manner. An employee in this class must be able to meet tight deadlines, be organized, must possess a general knowledge of public sector planning, project coordination, office practices and procedures, and perform a variety of administrative functions. The position may often be the first point of contact with the public requiring excellent communication skills and knowledge of development codes, ordinances, and procedures.

Reviews various permits and plans for regulatory compliance with the Town codes and ordinances and perform related inspections. Work involves extensive public contact and requires coordination with other departments, boards and commissions.

Work is performed independently under supervision of the Town Manager, and in coordination with the Planner and is evaluated through conference, feedback, and review of deliverables and outputs.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Maintains and monitors project plans, project schedules, budgets, and expenditures.

Organizes, attends, and participates in stakeholder meetings. Documents and follows up on important actions and decisions from meetings.

Prepares necessary presentation materials for meetings.

Ensures project deadlines are met. Undertakes project tasks and develops project strategies.

Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project.

Assesses project risks and issues and provide solutions where applicable.

Ensure stakeholder views are managed towards the best solution.

Creates a project management calendar for fulfilling each goal and objective.

Ability to review drawings, plans, development plans, master plans and any other applicable documents for the development commercial projects and/or space, and infrastructure systems.

Consults with and coordinates activities with property owners, developers, residents, builders, engineers, architects, planners, and consultants in addressing residential and commercial development issues; acts as project and subdivision review officer.

Collaborates with staff involved in building and fire code enforcement, review of permits for related State/Federal regulatory compliance, and in compliance with zoning, sign, nuisances, and other codes.

Conducts various site visits, code enforcement, and follows up on complaints to ensure compliance with Town codes and ordinances.

Performs skilled clerical and administrative work including sending routine letters of correspondence, emails, and memos, and proofreading them for accuracy.

Can serve as staff liaison in the absence of and in coordination with the Town Planner to the Board of Commissioners, Planning Board, Board of Adjustment, Historic Preservation Commission, Flood Management Appeals Board, Technical Review Committee, and related advisory boards. Attends meetings as required; aides in the development of agenda materials; follows up on decisions or questions.

Uses Geographic Information System (GIS) to develop maps of town planning related areas.

Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### **Knowledge's, Skills, and Abilities**

Knowledge of laws, regulations, policies/procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.

Skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.

Ability to prepare comprehensive reports and studies and to express ideas effectively in oral and written forms.

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, grasping, talking; hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts, and detailed materials, perform visual inspections, operate a computer, and do extensive reading.

### Desirable Education and Experience

At least one year of relevant experience in plan review or an equivalent combination of education and experience.

An ideal candidate for the position will have an understanding of North Carolina General Statutes as they relate to land use and development issues. The ability to write effectively and speak clearly and respectfully to a broad spectrum of community stakeholders and to represent the Town in a professional manner is also important.

### Special Requirements

Possession of a valid North Carolina driver's license.

2022