Mid-Carolina Regional Council
Senior Planner

Salary (Hiring range): $62,683-$72,683 DOQ
Location: Fayetteville, NC (hybrid/flexible work schedule)
Job Type: Regular, Full-time
Department: Local Government Services
Closing Date: Open Until Filled

Description:
Mid-Carolina Regional Council is a voluntary coalition of local governments and functions as a multi-county Planning, Development, and Human Resources organization. Mid-Carolina serves local governments throughout Harnett, Sampson, and Cumberland Counties. To assist with Planning needs across three counties, Mid-Carolina is looking for a motivated and passionate professional to serve as the Senior Planner within our Local Government Services division.

This position will work closely with the Planning team and will be supervised by the Deputy Executive Director. The position will be responsible for complex assignments related to planning and zoning programs, as well as grant administration. Specific duties are outlined below that represent most of the time spent working in this position.

Essential Duties and Tasks:

- Perform detailed plan review for development projects, including rezonings, subdivision plans, site plans, special use permits, variances, and related land development applications.
- Assist applicants, member governments, and members of the public through permitting processes and respond to questions related to zoning and subdivision regulations.
- Develop, interpret, amend, and assist in the enforcement of ordinances related to zoning, land use, and development.
- Prepare and present staff reports, technical analyses, and recommendations to Planning Boards, Boards of Adjustments, Town Councils, Boards of Commissioners, and other special committees on behalf of member governments and the Mid-Carolina Regional Council
- Respond to public inquiries regarding zoning regulations, land use policies, development review procedures, and adopted ordinances.
- Participate in and assist in the development, implementation, and management of short-range and long-range planning initiatives.
- Attend public meetings and public hearings to support planning staff and member governments as necessary.
- Provide GIS support and mapping services to staff and member governments.
- Identify, manage, and assist member governments with state and federal grant opportunities, including grant research, application preparation, coordination, compliance, reporting and ongoing grant administration.
- Performs other job-related duties of a similar nature and level as assigned.

Minimum Qualifications:

Education and Experience:
The Senior Planner position requires a bachelor's degree from an accredited college or university with a degree in Urban & Regional Planning, Geography, Public Administration, or similar field. Alternatively, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position will be considered. This position requires experience in development review, land use regulation, and the interpretation/enforcement of zoning and subdivision ordinances, as well as grant administration.
The Senior Planner position requires a minimum of 4 years professional planning experience, this position has limited supervision by the Deputy Executive Director.

Licensing/Certifications:
AICP and CZO certifications are preferred for the Senior Planner position, or the ability to obtain certifications within 1-2 years of hire.

Knowledge of:

- North Carolina Planning legislation, practices and trends
- Principles and practices of planning administration, development review, permitting processes, and project management.

Skill in:

- Development review
- Grant administration
- Preparation of charts and graphs
- Interpretation of statistical data
- Coordinating deadlines and prioritizing competing demands
- Preparing technical documents, reports, and presentations
- Providing clear and concise oral and written reports of Planning activities to internal and external agencies
- Utilizing a computer and relevant software applications, including Geographic Information Systems (GIS)
- Utilizing communication and interpersonal skills to communicate with members of the public, elected officials, appointed officials, and the Council's strategic partners effectively and tactfully.

Supplemental Information:

Location:
This position is based out of Mid-Carolina Regional Council's office located in Fayetteville, North Carolina. Due to the nature of the position to work throughout the three-county region, the Senior Planner position will be hybrid/flexible. The location of the position is based on the current project workload of Mid-Carolina Regional Council and our member government needs. This position may require days in office at local government planning offices.

Travel:
This position will require driving a personal vehicle throughout the region to attend meetings, conferences, and any other related functions. Mileage will be reimbursed by Mid-Carolina Regional Council. Applicants must possess and maintain an appropriate, valid state driver's license.

Evening Meetings:
This position will require attendance at evening meetings at member governments throughout the region. These meetings will be scheduled in advance and as needed to present projects to Planning Boards, Boards of Adjustment, and Board of Commissioners/Town Councils.

Benefits:
Mid-Carolina Regional Council offers employees a competitive compensation and benefits package and participates in the North Carolina Local Government Retirement system. To learn more about the benefits offered, please contact Alyssa Garcia, Deputy Executive Director, at agarcia@mccog.org.

How to Apply:
All candidates interested in this position must submit a cover letter, resume, and three professional references to Alyssa Garcia, Deputy Executive Director, at agarcia@mccog.org to be considered for this position. Only materials submitted to this email address will be considered for the position.