

# CITY OF ARCHDALE

## Recruitment Announcement



**POSTING DATES: 11/7/16 – 11/28/16**

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**POSITION TITLE:** Planning Director  
**DEPARTMENT:** Planning

**SALARY RANGE:** \$54,323.04 – 81,485.11  
**HIRING SALARY:** DOQ

### **BASIC FUNCTION AND JOB REQUIREMENTS**

Duties include supervisory and technical work in the enforcement and development of the city's zoning regulations, subdivision regulation, revision of city ordinances and codes, long-range planning, and complaint investigation. Employee must exercise independent judgment and initiative in applying technical principles and land use practices in daily operations. Employee must be able to communicate technical issues effectively. Tact and courtesy are of paramount importance in frequent public contact, often under stressful conditions. Work is performed under the general direction of the City Manager and is evaluated through observation, review of records and reports, and in conferences. This classification is considered exempt for purposes of compliance with the Fair Labor Standards Act.

### **ESSENTIAL DUTIES AND TASKS**

Plans, directs, supervises, and monitors departmental work and schedules of necessary work activities through evaluation of departmental staff and making recommendations on work program.

Participates in regional and inter-jurisdictional committees on issues of mutual interest.

Creates materials used by the Planning Board, Board of Adjustment, and City Council, when considering zoning issues.

Oversees the City's stormwater program; supervises Stormwater Program Manager.

Communicates with citizen groups concerning planning issues to incorporate their concerns. Prepares speeches, reports, and presentations as needed to inform the citizenry about future developments.

Sets agendas, goals, and timetables for projects concerning city needs, trends, and development issues.  
Presents staff reports to City Council on zoning and other matters.

Evaluates subdivisions and site plans for new development and/or renovations with staff.

Negotiates details and makes recommendations related to annexation agreements and other inter-jurisdictional issues.

Other duties as assigned.

### **EDUCATION AND REQUIREMENTS**

Completion of bachelor's degree in urban planning or related field and considerable experience in municipal planning or code enforcement; or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Master's degree and AICP and/or CZO is preferred.

### **HOW TO APPLY**

A completed City of Archdale application form must be received by the date and time indicated. A resume' can be attached as an addendum, but not in lieu of the application. Applications and any supporting documentation should be mailed to Human Resources, "Planning Director Search", 307 Balfour Dr. P.O. Box 14068 Archdale, NC 27263. Applications can be downloaded or completed online at [www.archdale-nc.gov](http://www.archdale-nc.gov). Archdale is an equal opportunity employer.