



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: April 4, 2017
RE: Full-Time Planner I
Planning Department

Duties and Responsibilities: Under general supervision, performs planning and ordinance administration work to ensure the orderly growth of the County and efficient use of County resources. Assists with the development and implementation of community plans, reviews and processes subdivision and rezoning applications, assists in the administration and enforcement of planning-related ordinances, conducts studies in areas such as land use, zoning, transportation, agriculture, community facilities and services, housing, natural and cultural resources, community character and design, and economic impact; prepares plans and proposed plan changes; provides information and assistance to the public, other County staff, elected officials, appointed boards and committees and other agencies on planning-related matters. Employee must exercise considerable tact and courtesy in frequent contacts with citizens, development professionals, local, state and federal officials and others. Reports to the Senior Planner.

Qualifications: Requires graduation from a four (4) year college or university with course work in planning or a related field and one (1) to two (2) years' experience in rural and urban planning at the local government level; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Working familiarity with ESRI GIS products, database development and management skills; ability to read and interpret cadastral, orthophoto and topographical maps; ability to analyze and systematically compile technical and statistical information; proficiency with computer office software and other technology in order to analyze and present information. Requires ability to communicate effectively orally and in writing; interpersonal skills necessary to establish and maintain effective working relationships with citizens, co-workers, boards and committees and other agency representatives. Requires valid NC driver's license, subject to driver's history check.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the NCWorks Career Center at Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731.

The deadline for application is: Open until filled

Starting rate: \$20.79/hr
Annual rate: \$40,540.50 - depending upon qualifications

Grade: 75A Non-exempt

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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