



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Department Heads  
**From:** Jan Prichard, Human Resources Director  
**Date:** 02/17/2017  
**RE: One (1) Full-time Planner III Project/Transportation Planner  
— Planning Department**

Under general supervision, performs advanced professional planning, research, and analysis in the County Planning Department to ensure the orderly growth of the County and efficient administration of County resources. Administers or assists in the administration of Federal and State Transit and Transportation Grants; compiles, maintains, and analyzes data and information pertaining to transportation, transit, and related area; conducts studies in transportation or related areas; develops and maintains various databases and records; assists Senior Planner in the supervision of operation of transit system provided by third party contractor. Processes paperwork for the transit program; screens invoices and documentation of transit service provider; conducts financial analysis; determines eligibility for federal and state transit and transportation grants; prepares correspondence, reports, public notices, bid packages, brochures, and other written documents; attends bid openings. Prepares and assists in development of planning presentations, reports and public hearings to the public, various groups and boards; makes presentations as directed. Assists in writing or writes grant applications. Performs related work as required. Reports to the Senior Planner.

Requires any combination of education and experience equivalent to graduation from a four year college or university with course work in planning or a related field and extensive experience in rural or urban planning at the local government level; thorough knowledge of principles and practices of transportation, urban and rural planning as applied to natural resources, population, cultural features, and other economic and social matters; thorough knowledge of government, laws, and services pertinent to the planning process; general knowledge of the geographic, topographic, and socioeconomic layout of the County; skilled in the use of GIS and work related computer software packages and other technology used to perform position duties; skilled in database development and management; ability to research, compile, analyze, and present statistical data and planning recommendations; ability to read and interpret cadastral, orthophoto, topographical, and other maps; ability to plan, coordinate and supervise the work of others; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792 or [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731. Open until filled. EOE M/F/D/V

Starting rate: \$43,836.00 - \$55,000 annually depending on qualifications  
Grade: 77, Exempt