

Position Description



Position Title: Downtown Deputy Planner

Department: Planning and Inspections

Reports To: Planning Director

Date Updated: January 26, 2022

FLSA Status: Hourly Non-Exempt

NOTE: This job description is the foundation for ALL Downtown Planner titles. Various titles may be granted based on the successful completion of education, skill development, certification and service as outlined below.

Purpose: The Downtown Deputy Planner is primarily responsible for project management for complex downtown revitalization focused projects including the development of long-range planning activities, grant administration, redevelopment and economic development opportunities, and downtown revitalization. Additional initiatives may include municipal capital improvements, job creation, business incentives and promotions, and public education initiatives. This position also may assist with a broader range of planning and zoning functions as needed. This position carries primary responsibility for the coordination and implementation of the NC Main Street Program's expectations for the Town.

Essential Job Functions and Duties:

- Constantly and consistently exhibit the core values and standards of behavior expected of all employees of The Town of Aberdeen.
- Interact with others (including but not limited to: fellow employees, visitors, vendors, existing and prospective business owners, citizens and elected and appointed officials) in a professional, friendly and respectful manner.
- Develop planning studies and reports in support of new and updated plans, programs and regulations in support of the Town's goals and strategies..
- Assess community development and downtown development needs, develop plans and programs to address those needs, and apply for and administer grants by coordinating with various public, nonprofit, and private organizations.
- Assist with evaluation and update of long-range plans in relation to community development and downtown development concerns.
- Ensures accurate and timely submission of required documents and reports to regulatory agencies, grantors, and other partners in the Town's community development and downtown development efforts.
- Prepare and update maps and other graphic elements to supplement research and presentations to Board and Commissions.
- Prepare and presents detailed reports on development proposals to the Town Board and various advisory boards and town groups.

- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, occupancy rates and economic impact.
- Assist with Planning Department duties; examples may include review of permit applications, analyzing data and drafting reports, researching records, enforcing planning ordinances and policies, etc.
- Daily interaction with the public, community groups, government agencies, developers and elected officials and other stakeholders in developing and communicating various plans.
- Gain a working familiarity with the existing inventory of available buildings, businesses and development opportunities within the town's jurisdiction.
- Comprehensive planning and support of scheduled events and other promotions for the downtown district.
- Assist the public with questions and/or concerns on a broad range of planning and zoning issues, wants and other promotions, investment opportunities, business start-up and development and volunteer opportunities in support of the Town's goals and strategies.
- Develop and maintains strong public relation skills with people of various backgrounds and personality types, including quality verbal and written communication abilities.
- Reliable ability to work independently and manage multiple projects in a fast-paced work environment under the general direction of the Planning Director.
- Exhibit time management skills that facilitate the adherence to established deadlines.
- May oversee the work of consultants and interns, including management on contracts, deadlines and payment agreements.
- Attend substantial number of evening and weekend meetings as needed.
- Assist others in the department in the review of documentation, collection of data, and research as necessary.
- May be asked for input, suggestions and assistance with the development of the department's annual budget.
- Assist the Planning Director with various other projects as assigned.

Planner I – To be eligible for consideration to receive the title of Downtown Planner I, a Downtown Deputy Planner must have a minimum of 2 years of experience and achieve at least 1 professional certification. A graduate degree in a related field may be substituted for the professional certification at the discretion of the Planning Director.

Planner II – To be eligible for consideration to receive the title of Downtown Planner II, a Downtown Planner I must have a minimum of 2 years of experience and achieve at least 1 professional certification. A graduate degree in a related field may be substituted for the professional certification at the discretion of the Planning Director. A Downtown Planner II will generally be responsible for more difficult or complex assignments, projects and work than a Downtown Planner I as well as additional responsibilities as assigned by the Planning Director.

Senior Planner – To be eligible for consideration to receive the title of Downtown Senior Planner, a Planner II must have a minimum of 6 years of total planning experience and achieve at least 1 additional professional certification. A graduate degree in a related field may be substituted for the professional certification at the discretion of the Planning Director. A Senior Planner will generally be responsible for more difficult or complex assignments, projects and work than a Planner II as well as providing leadership and mentoring to less experienced department staff.

Qualifications:

Education:

None

HS Diploma or GED

College Degree

Other:

- A bachelor's degree in urban planning, public policy, business administration, or a related field of study is a minimum requirement.

Certifications/Licenses:

- Must possess a valid NC driver's license.
- Possession of licenses or certificates in planning and/or zoning is desirable for entry as a Planner I and becomes increasingly important for promotional consideration.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of planning.
- Knowledge of the principles and practices of research and data collection.
- Knowledge of grant availability and procedures.
- Ability to communicate effectively and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, the general public, elected officials, community and downtown stakeholders, advisory committees, focus groups and other individuals and organizations.
- Excellent computer skills including, word processing, spreadsheet applications, power point composition, and email communications.
- Ability to read and interpret maps, blueprints and development plans.

Past Work Experience:

- Prior experience with a planning and inspections office or construction and development environment is preferred. Experience in economic or downtown development is highly desirable.

Work Environment:

- Performance of duties occurs primarily indoors in an office setting. However, due to the nature of the work there will be occasions where exposure to the elements and working out of doors is required.
- Nature of the position will require considerable number of evening and weekend meetings and responsibilities as necessary.

Physical Requirements:

PHYSICAL REQUIREMENTS	<u>Consistently</u> More than 5 hrs/ day	<u>Generally</u> 3 – 5 hrs/ day	<u>Occasionally</u> Less than 3 hrs/ day	<u>Rarely</u> Only on rare occasions
Remaining in a standing or non-sitting position			X	
Walking or moving about at a normal relaxed pace			X	
Running / Jogging or moving at a fast pace				X
Reaching, Pushing, Pulling				X
Bending, Stooping or Kneeling				X
Lifting more than 10 pounds			X	
Lifting more than 30 pounds			X	
Lifting more than 50 pounds				X
Lifting more than 100 pounds				X
Exposure to the elements (sun, rain, snow, etc.)			X	
Exposure to fumes, odors, dust, etc.				X
Exposure to loud noise or constant noise above normal household levels			X	

Other: