



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

PLANNER

PLANNING AND TRANSPORTATION DEPARTMENT

This Position is Full Time with Benefits

Vacancy Number
16-1094

Hiring Range
\$41,536 – \$46,937

Opening Date
September 9, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**

Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or any
application other than a County
of Moore application will not be
forwarded to the hiring
authority.**

**Applications received after the
closeout date/time indicated
will not be eligible for
consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission was
received.**

ESSENTIAL JOB DUTIES:

This position performs difficult professional work handling a variety of assignments in the Planning and Transportation Department involving professional level duties and judgment, and limited routine administrative tasks. Performs other related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Knowledge of the principles and practices of planning and zoning;
- Knowledge of a relevant specialization such as transportation, land use, environmental or affordable housing is preferred;
- Knowledge of principles and practices of research and data collection;
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations;
- Knowledge of computer hardware and software programs, which may include Microsoft Office, ArcGIS, CommunitzViz (or related software), Global Positioning Systems (GPS), Graphical and Digital Imaging Software (such as Adobe Photoshop), and Internet application;
- Oral Communication and interpersonal skills to explain rules, regulations and procedures clearly to the public;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to review plans and apply provisions of the County's ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
- Ability to create graphic designs, development strategies and render site plans via sketches and/or computer graphics preferred;
- Ability to establish and maintain effective working relationships with clients, associates, social agencies and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Planning or related field **and** two (2) years' experience in any of the following areas: Housing Rehabilitation ; local government planning office; state or federal government permitting office or review agency; private consulting firm;
- **OR**, Master's degree in Planning or related field.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical

Moore County is an E-Verify Participant