



PLANNER/ZONING OFFICER

Planner/Zoning Officer Position Available

The Town of Williamston located on the Roanoke River in northeastern North Carolina, 90 miles east of Raleigh on Hwy 64, has a Planner/Zoning Officer position available. The position is under the direction of the Planning Director. The position provides an opportunity for exposure to a wide variety of planning issues. The work duties will include downtown revitalization, planning related studies, GIS, code enforcement, compliance inspections, working with Appearance and Design Commission, facilitating assigned community events, and additional responsibilities as assigned.

The Planning position plays a key role in the Department of Planning and Development's current planning activities by working closely with downtown revitalization (Williamston is Main Street Community), community appearance commission and as a primary member of the planning staff. The selected Planner will also be responsible for maintaining the Department's GIS development data. The position requires a self-starter and applicants must possess strong written/oral communication skills, tact, self-confidence, strong computer skills (specifically with ArcView 10.3), and the ability to develop, interpret and firmly enforce relevant ordinances.

A Bachelor's degree in Urban and Regional planning or related field is required and minimum of 1 year professional planning experience or equivalent combination is preferred. Must possess valid NC Driver's License. Pre-screen drug test and Criminal background check is required. Salary depends on Qualifications and Experience.

Benefits include: health insurance, shared cost of dental, life, and disability, longevity pay, vacation and sick time, and local government retirement.

OPEN UNTIL FILLED

MAIL: **NC State PD-107 Application, Cover Letter, and Resume to:**

Human Resources Administrator
"Planning Position"
Town of Williamston
P.O. Box 506
Williamston, NC 27892

The Town of Williamston is an Equal Opportunity Employer