



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 24, 2018
RE: **JOB POSTING - One (1) Full-time Planner III**
Planning Department

Duties and Responsibilities: Performs advanced professional planning, research, and analysis in the County Planning Department; reviews, approves, and/or certifies development and permit applications plans, plats, projects, programs, to ensure compliance with County land use regulations; complies, maintains, and analyzes data and information pertaining to population growth, land use, economic development, and related areas; prepares technical reports, plans, and proposals based on information gathered; reviews, approves, and/or certifies plans, plats, projects, and programs; 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 areas; conducts studies in transportation or related areas; develops and maintains various databases and records; supervises operation of transit system provided by third party contractor; performs related work as required. Work is performed under general supervision. Reports to the Director of Planning.

Qualifications: 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; 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 geographic information systems and work-related computer software packages and other technology used to perform position duties; database development and management; ability to research, compile, analyze, and present statistical data and planning recommendations; read and interpret cadastral, orthophoto, topographical, and other maps; plan, coordinate, and supervise the work of others; communicate effectively orally and in writing; attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from a four (4) year college or university with course work in planning or a related field and extensive experience in transportation, rural or urban planning at the local government level.

Possession of a valid North Carolina driver's license. Ability to work some evenings and other times as necessary and requested and/or approved. AICP preferred.

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

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/jobs. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center located at Blue Ridge Community College, 1800 West Campus Drive, Flat Rock, NC 28731.

The deadline for application is: **Open until filled**

Starting rate: \$44,518.50 annually
Grade: 77A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer