



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: January 12, 2023

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: County Planner
Full-Time Position

DESCRIPTION: The County Planner shall have the following specific duties and responsibilities:

Plans, organizes and performs the compilation, analysis and interpretation of data affecting community/land use planning ordinances, in accordance with the County's Land Use Plan.

Prepares and administers work programs and budgets, prepares and review contracts and agreements; drafts recommendations; prepares applications for Federal and State funds; administers expenditure of state and federal grant and loan funds.

Analyzes County problems, needs, programs, services and requests for assistance, recommends project priorities.

Directs or performs the preparation of charges, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens; participates in meetings and public hearings to explain recommendations and planning/ordinance proposals, in accordance with the County's Land Use Plan.

Reviews plans of developers and property owners to ensure compliance with county ordinances when necessary.

Prepares additions and revisions to County ordinances for consideration by respective Boards.

Coordinates budget preparation, project coordination, etc.

Performs other related work as required or as assigned by the County Manager.

Oversees capital projects, communicates with contractors, review progress and reports to County Manager and Board of Commissioners.

Knowledge of Construction or Construction Management.



QUALIFICATIONS: Bachelor's Degree in planning, geography, public administration or a related field and 1 to 2 years of experience in rural and/or urban planning at the local government level, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

LOCATION: Primary duty station for the position is located in Burnsville, N.C.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Friday, January 27, 2023. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.
Equal Employment Opportunity Employer