



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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NOW HIRING PLANNING DIRECTOR - Full or Part-time

Deadline: Open until filled.

Join Our Team as Planning Director!

About Valdese:

Nestled in the beautiful foothills of the Blue Ridge Mountains in Western North Carolina, Valdese is a charming town that blends the warmth of community with the natural beauty of the region. With a population of approximately 4,867, Valdese offers a unique and welcoming atmosphere. Founded in 1893 by Waldensian settlers from the Cottian Alps of Italy, our town holds a deep respect for its heritage, which is celebrated annually with special events and festivals. Valdese boasts a thriving downtown with specialty restaurants, shops, and historic attractions.

Town Governance:

Valdese operates under a council-manager form of government, with a mayor and five council members representing five wards. We are committed to providing an encouraging environment that supports job satisfaction and professional growth for all town staff. The Town provides a full range of municipal services with a current operating budget of \$14.5 million. The budget includes a total General Fund budget of \$7.7 million, and Utility Fund budget of \$6.8 million.

The Role:

The Town of Valdese is seeking a dynamic and experienced Planning Director to join our team. The Planning Director will oversee all aspects of land use, zoning, and community planning initiatives, working closely with Town officials, residents, and business owners to promote sustainable growth and preserve the unique character of our community. This is a single-person department with no employees to supervise. The role can be adapted to either a full-time or part-time schedule depending on the selected candidate's availability and experience.

Education and Experience Requirements:

Graduation from accredited college or university with a four year degree in planning or a related field, preferably including a master's degree in urban planning, and considerable experience in professional municipal and/or regional planning, or any equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License.

Full-time Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$63,151 DOE. The Town provides a comprehensive benefits package, including health, dental, vision, and life insurance, a wellness program, Local Government Employees Retirement System (LGERS) contribution, annual vacation based on continuous years of experience, sick leave, and paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and Submittal Information:

Jessica Lail, Human Resources Director
- P.O. Box 339 Valdese, NC 28690 - Email: jlail@valdesenc.gov - Telephone: 828-879-2117
- Hand delivery: Valdese Town Hall, 102 Massel Ave SW, Valdese, NC 28690

To apply, please submit a cover letter, resume, and a completed application. Resumes will not be accepted in lieu of a completed application. You can obtain applications and a full job description by visiting townofvaldese.com.

The Town of Valdese is an Equal Opportunity/ADA/Drug-Free Workplace Employer.
Join us in making a positive impact on our community!



Town of Valdeese
PLANNING DIRECTOR

I. General Statement of Duties

Performs responsible administrative and professional work in directing the activities of the Planning Department.

II. Distinguishing Features of the Class

An employee in this class directs and participates in all current and long-range community planning, infrastructure needs, economic development and related work for the town. Work involves developing and administering land use studies and zoning, subdivision and other ordinances; serving as technical advisor to the Town Manager, Council, Planning Board, Board of Adjustment; and communicating with the public about town planning projects and responding to planning issues. In addition, the employee is responsible for providing technical coordination of the Town's information technology resources. The employee represents the Town with regional, state and federal officials concerning proposals for establishing or revising ordinances and plans governing planning activities in the town. Work requires the application of considerable professional and technical knowledge as well as the ability to formulate programs and direct progress. The worker is subject to inside and outside environmental conditions. Duties are performed under the administrative direction of the Town Manager and under the technical direction of the Town Planning Board.

III. Duties and Responsibilities

Essential Duties and Tasks

- Prepares zoning ordinances and assists the Planning Board and Town Council in developing a comprehensive zoning plan; prepares and present oral and written reports, including special maps, charts, and graphics, to assist officials in determinations.
- Administers subdivision ordinances; receives preliminary maps from developers before improvements are made and submits to Planning Board and Town Council for approval; advises attorney, surveyors, developers, real estate agents, appraisers, and citizens on site information and application review process.
- Revises the long-range land use plan and presents to Planning Board and Town Council for approval; preserves goals on land use plan by designing zoning, subdivision, and other planning ordinances to implement provisions of the plan; performs various special studies regarding annexations, sidewalks, greenways and open space, transportation planning, landscape regulations and standards, walking trails and parks and other urban planning issues.
- Coordinates the management of Town Community Development grants and programs with the Council of Governments.
- Serves as staff advisor to the Board of Adjustment, Planning Board, and other related boards and commissions; analyzes requests and recommends appropriate actions.
- Responds to various questions from citizens regarding planning and zoning compliance issues. Develops office procedures, updates and modernizes office procedures, policies forms, applications, etc.; tracks Powell Bill mileage and expenditures.
- Represents the Town on various committees; assists with the administration of various capital construction projects such as sewer inflow and infiltration mitigation project; secures easements for the Town as needed.
- Plans and implements information technology necessary for the work of the department including GIS systems.
- Issues zoning and sign permits; performs zoning and related code enforcement. Prepares and monitors departmental budget.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of urban, local and regional planning including current and long range, natural resources, population, transportation, greenways, parks, open space, and other economic and social matters.
- Thorough knowledge of town, municipal, state, and federal laws pertaining to urban and regional planning and development.
- Considerable knowledge of the application of information technology to municipal work programs including knowledge of operating systems, hardware, software and peripherals, planning, presentations, GIS, and mapping.
- Considerable knowledge of the Town's budgeting and purchasing policies and procedures.
- Skill in conflict resolution and meeting facilitation.
- Ability to analyze planning issues and present effective solutions.
- Ability to write and present professional and technical planning reports and papers.
- Ability to plan and direct a comprehensive planning program.
- Ability to prioritize, manage and organize a variety of planning activities. Ability to devise effective office operations and procedures.
- Ability to establish and maintain effective working relationships with town officials and the general public.

Physical Requirements

- Must be able to physically perform basic life functions of standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Must have visual acuity to perform the following: site inspection, plan review, preparing and analyzing data and figures, accounting, computer terminal, extensive reading, and using measurement devices.

Desirable Education and Experience

- Graduation from an accredited college or university with a four year degree in planning or a related field, preferably including a master's degree in urban planning, and considerable experience in professional municipal and/or regional planning; or any equivalent combination of education and experience.

Special Requirements

- Possession of a valid driver's license.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is exempt for full-time.