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# Human Resources Department

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## City of Sanford Position Announcement

*Equal Opportunity Employer*

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**Position:** Planner II

**Posting No.:** CD-16-16

**Department:** Community Development

**Starting Salary:** \$50,785.90 per year earned and paid on a bi-weekly basis

**Closing Date:** Open until filled

**Description of Work/Duties:**

- **Lead staff liaison providing support to the Technical Review Committee; assisting in the review of all development plans and the design review process as required to obtain zoning clearance; providing staff assistance to boards, commissions and committees; assisting in administering land development and zoning regulations; maintaining records and files; preparing reports.**
- Reviews development proposals/site plans, with an emphasis on more complex designs, including but not limited to multi-family and non-residential projects for the City of Sanford, Lee County and the town of Broadway;
- Coordinates the Technical Review Committee, a multi-departmental review team tasked with reviewing all complex development proposals to ensure compliance with applicable codes and regulations;
- Provides expertise on land design and landscape architecture elements as it relates to local government projects and/or long-range planning project; provides same level of expertise and recommendations on private development projects during the development review process;
- Assists in preparing staff analyses and reports and presents findings at various board meetings;
- Assists with the daily administration of development regulations;
- Meets with customers and developers to explain regulations;
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the Federal and State laws, rules and regulations related to land development; thorough knowledge of advanced principles and practices of development and construction plan review; thorough knowledge in preparing presentations, concise, detailed reports, and other related documents; general knowledge in the use of standard office equipment and associated software; general knowledge in the use of the equipment associated with the position; general knowledge in the use of ArcView GIS software and Energov software; ability to communicate effectively orally and in writing, and able to follow verbal or written instructions; ability to make arithmetic computations; ability to compute ratios and percentages; ability to read and interpret architectural and engineering scales; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with legislative and administrative officials, co-workers, community agencies and the general public.

**Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in planning, urban design, landscape architecture, civil engineering, and/or related experience working in a local government planning department or as a professional designer/land planning. Possession of a valid North Carolina driver's license upon hire. Must meet and maintain all certification, license and training requirements for position.

City of Sanford applications are required when applying for a position. Completed applications may be returned to [jobs@sanfordnc.net](mailto:jobs@sanfordnc.net) or mailed to the City of Sanford, Attention: Human Resources, PO Box 3729, Sanford NC 27331. Facsimiles of applications are also accepted, but not recommended due to the resulting poor quality of some copies. When faxing, please call and confirm receipt of your documents.