

PLANNING AND ZONING ADMINISTRATOR

The Town of Ahoskie is seeking an experienced and qualified Planning and Zoning Administrator. They will be responsible for maintaining and administering zoning ordinances, subdivision ordinances and floodplain ordinances; coordinating zoning permits, special use permits, rezoning applications and ordinance amendments; and meeting with property owners, applicants, developers regarding planning, zoning and use regulations. Responsibilities also include review of site plans, subdivision plans and plats for compliance with related ordinances and assists with review or assigns to contract agencies. Applicant should also exhibit people skills which will allow them to receive complaints and investigate issues regarding the planning and zoning ordinances and minimum housing code violations; visit sites and follows up with property owners and tenants to alleviate problems; respond to daily inquiries from the public on interpretation of planning and zoning questions. The Planning and Zoning Administrator will work closely with the Building Inspector and the Customer Service Specialist located in the same office as well as be the staff member to the Planning Board/Board of Adjustment. They will be responsible for helping ensure the vision of the recently completed 2022 Comprehensive Land Use Plan. The applicant will also work with code enforcement duties and issues of abatement. Desirable education and experience include bachelor's degree in Planning or another related field and at least three (3) years' experience in professional planning work or equivalent combination of education and experience in the State of North Carolina. Special requirements will include obtaining any zoning or code enforcement certifications as desired by the Department. Planning and Zoning Administrator will report directly to the Town Manager. Must have valid Driver's License and be able to operate town vehicle, operate various computer systems, use measurement devices, and complete field work. Minimum Starting Salary \$42,318 DOE/Q plus state managed retirement plan, 5% contribution to 401k, health, dental, vision and life insurance, paid sick, vacation and holiday leave.