



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

PLANNING ADMIN SPECIALIST

General Statement of Duties

This individual will perform professional planning of easy to moderate difficulty; a significant amount of time will be spent on administrative tasks and providing customer service to the public on planning related issues.

Distinguishing Features of the Class

An employee in this class reviews zoning permit applications to assure compliance with requirements such as use, bulk, placement and architectural elevations; performs routine office tasks including project tracking, file management, copying, mailings of letters and flyers; prepares public notices and zoning verification letters; assists in preparing updates to the Unified Development Ordinance. Work includes public contact with contractors, engineers, developers, and the general public. Provides applicable ordinance information and responds to inquiries in a timely manner. Employee is subject to the hazards associated with the occupation of inspections in the construction field including inside and outside environmental conditions. Work is performed under the general supervision of the Town Manager and is evaluated through conferences, review of assigned projects, records, and overall completion of assigned tasks, in a timely manner, and in accordance with State and local ordinances.

Duties and Responsibilities

Essential Duties and Tasks:

- Prepares accurate reports and records in a timely manner; accesses and utilizes information in Johnston County's GIS System and Johnston County's Register of Deeds Office to look up and verify property ownership.
- Interprets and applies State Laws and Selma's Municipal Code, in performance of duties.
- Explains applicable municipal ordinance provisions to property owners/tenants, identifies needed action, and follows through to resolution.
- Prepares public notices and zoning verification letters
- Reviews zoning permit applications to assure compliance
- Performs routine office tasks
- Operation of Town GIS
- Maintenance of the Sewer Command Lift System
- Prepares updates to the Unified Development Ordinance
- Keeps supervisor informed of ongoing work effort/inspections and enforcement complaints.
- Answers questions from private citizens, and/or contractors regarding enforcement and/or future changes to the codes and ordinances.

- In Conjunction with Town Leadership, develop and issue system development fees and capacity fees for new development applications.
- Assists with office and field duties.
- Assists with preparation and production of presentation materials, including photographs, maps, and brochures.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Knowledge of Town of Selma's Municipal Code, including but not limited to, abandoned, nuisance and junked motor vehicles, community appearance, public nuisances, zoning.
- Working knowledge of the Geographic Information System (GIS) system and ability to access information accurately.
- Strong organizational skills, self-motivation and skilled in Microsoft Office Suite.
- Ability to exercise independent judgment and initiative in carrying out assignments.
- Ability to establish and maintain effective working relations with town officials, contractors, surveyors, property owners, the general public, co-workers and supervisor.
- Ability to communicate effectively in oral and written forms including handling situations with consistency, firmness and tact.
- Ability to plan and organize work and maintain necessary records and reports.
- Ability to read ordinances, site plans, maps, plats and deeds.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, talking, grasping, feeling, hearing, and repetitive motions.
- Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspection of land, motor vehicles and structures for compliance purposes.
- Ability to work evenings and other times as necessary and requested and/or approved by the Planning Director.

Desirable Education and Experience:

- Minimum two year associates degree in urban planning, architecture, geography, construction management, social sciences or related field.
- Minimum of two year's background in customer service, public outreach, administrative duties, plan review or zoning related work is also required
- An equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Special Requirements:

- Possession of a valid North Carolina's Driver's License.

The hiring range is \$38,000-\$42,000. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link [IOS-Employee-Application-Rvsd-4.25.24.pdf](#). The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, Human Resources, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Rhonda Sommer either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.