

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street - Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

PLANNING DIRECTOR

POSTED: Internal/External

POSTING DATE: July 23, 2018

SALARY: DOQ with full competitive benefits package

DEPARTMENT: Planning/Code

Town of Farmville is seeking a qualified candidate to perform a variety of administrative and professional level urban planning and code enforcement duties in the management of our Planning and Code Enforcement Department. Candidate must have the ability to enforce land use ordinances, assist in preparation of comprehensive plans for development, read and understand development plans, and communicate effectively in both oral and written oral forms. The successful candidate will effectively manage the day-to-day operations of departmental functions, supervise departmental personnel, manage departmental financial operations, and plan for long term operational and capital needs. Work requires considerable knowledge of computers and associated programs including GIS, spreadsheets, and data bases. The position requires coordination and collaboration with other levels of government, and involves extensive contact with Town officials, advisory board members, and the general public in the formation and explanation of ordinances, policies, and procedures.

Graduation from an accredited college or university with a Bachelor's degree in urban and regional planning, public administration, landscape architecture, or a related field, and at least five (5) years of planning and code enforcement experience, with at least three (3) years of supervisory experience in a municipal or county planning department preferred, or an equivalent combination of education and experience. American Institute of Certified Planners (AICP) and Master's degree preferred. A valid NC driver license is required.

Please provide a cover letter, resume, and completed Town application which may be downloaded from our web site at www.farmvillenc.gov and mailed to Town of Farmville, Human Resources Officer, PO Box 86, Farmville, NC 27828 or e-mailed to cthomas@farmvillenc.gov.

Applications will be accepted at Town Hall until position is filled.

You may download our application at www.farmvillenc.gov.

The Town of Farmville is an Equal Opportunity Employer.

If you have questions concerning this position, call 252-753-5774 or email cthomas@farmvillenc.gov