

## POSITION AVAILABLE

**Department: Planning**  
**Position: Planning Director**  
**Salary Range: \$53,854 to \$80,781**

**Town of Mills River (population 7,400)** – Best of both worlds – rural small-town feel and near urban amenities, charming western North Carolina town is seeking a Planning Director.

Mills River was established as a community in the late 1700's and incorporated in June, 2003. The Town lies within minutes of Pisgah National Forest, Interstate 26, and Asheville Regional Airport. Highways 280 and 191 serve as the major arteries and provide access to the nearby cities of Hendersonville, Asheville, and Brevard.

Mills River is 22 square miles in size, has a strong tax base, and a rich history of agriculture. Several major economic development projects have located in Mills River in recent years. Sierra Nevada Brewery, Bold Rock Hard Cider, Burning Blush Brewery, and Mills River Brewery all call Mills River home.

Primary duties of this position include long range planning, community development, and zoning administration. In 2019 the Town began developing a comprehensive plan – *Making Mills River*. This is the highest priority of the incoming Planning Director. Other projects include developing the Town's geographic information system and updating the Town's code for compliance with recent 160D changes.

The successful candidate for this position will have five to seven years of municipal planning experience and a Bachelor's degree in planning, geography, or related field. A Master's degree in planning, public administration, or related field and American Institute of Certified Planners (AICP) is strongly preferred.

The Town offers a competitive benefit package including 100% employee premium coverage for health, vision, dental, 401(k) contribution (5%), and 457(b) savings options.

Please submit completed applications to:

Daniel Cobb, Town Manager  
Town of Mills River  
124 Town Center Drive  
Mills River, NC 28759

A cover letter, résumé, and professional references may be submitted in addition to (not in lieu of) a completed employment application.

**Deadline for submission: July 10, 2020**

To view the full job description and download an application please visit [www.millsriver.org/jobs](http://www.millsriver.org/jobs).

## **PLANNING DIRECTOR**

### General Statement of Duties

Performs technical, professional, and management work in planning, organizing, and directing a department responsible for long range planning, zoning administration, code enforcement subdivision administration, and planned development for the Town.

### Distinguishing Features of the Position

An employee in the positions directs the planning, zoning, and community development activities in the Town to ensure coordinated guidance and regulation of the orderly growth and development of the Town. Position serves as the Town's representative to a number of external agencies and boards that are involved in planning and transportation in the region. Work involves the administration and enforcement of the Town's zoning and subdivision regulations and planning program as described in the "Illustrative Examples of Work". Work requires public contact, sometimes extensive, with private groups, civic organizations, county and town officials, and the general public in the promotion, development, and direction of the planning and growth of the community. Employee must exercise independent judgment and initiative in applying technical principles and land use practices specific to the Town in daily operations. Employee also serves as the lead for website development and maintenance, information technology support and other related duties.

Employee must be able to communicate issues effectively. Tact and courtesy are of paramount importance in frequent public contact, often under stressful conditions. Work is performed under the regular supervision of the Town Manager and is evaluated through observation, review of records and reports, and in conferences.

### Illustrative Examples of Work

- Develops, coordinates and directs a variety of special and continuing plans related to the growth, development, and redevelopment of the Town; balances concerns for current and long-range planning efforts.
- Serves as Zoning and Subdivision Administrator for the town.
- Attends all Planning Board meetings and serves as primary staff liaison.
- Attends all Board of Adjustment meetings and serves as primary staff liaison.
- Attends all Metropolitan Planning Organization meetings and serves as primary staff liaison.
- Attends Town Council meetings as needed when land use issues are on agenda.
- Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical and community facility concerns including land use, zoning, and environmental impact.

- Issues zoning permits for development projects within the town limits. Assesses appropriate fee for service as described in town fee schedule.
- Answers questions from citizens, contractors, developers, etc. pertaining to town's development ordinances.
- Reviews site and subdivision plans for ordinance compliance.
- Works cooperatively with County Building Inspections and Fire Marshal.
- Inspects individual properties for zoning compliance; enforces zoning compliance, to include a system of warnings and legal actions necessary to affect compliance.
- Inspects development in progress to ensure compliance with development ordinances.
- Prepares land use cases for consideration by elected and appointed boards, including: re-zonings, major/commercial subdivisions, special/conditional use permits, variances, etc.
- Researches ordinance revisions and additions in regards to changes in state statutory requirements or by request of town officials.
- Researches grant opportunities that could be utilized by the town for planning/zoning purposes.
- Provides information technology support for Town staff.
- Provides website development and maintenance and coordinates marketing for the town through social media.
- Performs related work as assigned.

#### Knowledge, Skills, and Abilities

Considerable knowledge of applicable federal, state, and local laws regarding zoning administration and enforcement.

- Considerable knowledge of zoning codes and appropriate enforcement techniques.
- Considerable knowledge of the principles, practices, and applicable laws regarding planning, land use, subdivisions, permitting, and plan review.
- Considerable knowledge of transportation planning and processes including vehicular and multi-modal transportation.
- Ability to detect and coordinate the enforcement of applicable codes.
- Ability to read and interpret plans, specifications, and blueprints.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to plan, organize, and carry out complex projects effectively.
- Ability to research and write grants specific to the planning/zoning field.
- Ability to exercise firmness and tact in the enforcement of codes and ordinances.
- Ability to establish and maintain effective working relationships with the general public, elected officials, and other town employees.
- Ability to establish and maintain effective working relationships with other governmental, non-profit and private entities relevant to the field of planning.
- Considerable knowledge of geographic information systems (GIS), including data collection, analysis, and presentation.

### Education and Experience

Minimum requirements include completion of a Bachelor's degree in planning, geography, landscape architecture, or related field and five years of experience working for a public or private organization with a planning/zoning program. Experience working with elected and appointed boards. A Master's degree in planning, public administration, or related field is strongly preferred. An equivalent combination of education and experience which provides the required knowledge, skills, and abilities may be used to meet the minimum requirements.

### Physical Requirements

Work in this position is sedentary. An employee must have close visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, read extensively, and visually inspect small defects or parts. An employee is subject to both inside and outside environmental conditions. An employee in this position must be able to talk and hear in order to be able to respond to the public and other employees.

### Special Requirements

Minimum Special Requirement: A valid North Carolina Class C driver license with a safe driving record.

American Institute of Certified Planners (AICP) or ability to obtain within two years of employment.

Certified Zoning Official (CZO) or ability to obtain within two years of employment.

Revised July 2020