

POSITION AVAILABLE

Department: Planning
Position: Zoning Administrator
Salary Range: \$51,290 to \$76,934

Town of Mills River (population 7,400) – Best of both worlds – rural small-town feel next door to urban amenities, charming western North Carolina town is seeking a Zoning Administrator.

Established as a community in the late 1700's, Mills River was formally incorporated on June 24, 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 and provides four core services of law enforcement, fire protection, zoning, and street lighting. Additionally, the Town has a very busy parks and recreation department and nearly 50 acres of park and open space.

Primary duties of this position include zoning administration, subdivision review, and code enforcement. Beginning this spring the Town will be developing an online permit system which will allow the public to apply and pay for permits remotely. The new Zoning Administrator will have the opportunity to assist with implementation of this system.

The successful candidate for this position will have at least three years of municipal experience in the field of zoning, subdivision review, or code enforcement and Bachelor's degree in planning, geography, public administration, or related field. An equivalent combination of education and experience may be use to meet the minimum requirements. Certification as a North Carolina Zoning Official is required within three years of hiring.

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

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: March 25, 2021

To view the full job description and download an application please visit www.millsriver.org/jobs.

Zoning Administrator

General Statement of Duties

Performs responsible and complex technical work in the areas of long range planning, zoning administration, subdivision administration, and code enforcement.

Distinguishing Features of the Position

An employee in this position performs specialized work within the Town's Planning/Zoning Department. 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". Employee must exercise independent judgment and initiative in applying technical principles and land use practices specific to the town in daily operations.

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. This classification is considered as non-exempt for purposes of compliance with the Fair Labor Standards Act (FLSA).

Illustrative Examples of Work

- 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 Town Council meetings as needed when land use issues are on agenda.
- 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.
- 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.
- Skill in use of GIS technology.
- 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.

Education and Experience

Minimum requirements include completion of a Bachelor's degree in planning, geography, landscape architecture, or related field and three years of experience working for a public or private organization with a planning/zoning program. 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.

Preferred Special Requirements: Certified Zoning Official (CZO)

Revised February 2021