



CITY OF ROANOKE RAPIDS
invites applications for the position of:

PLANNING & DEVELOPMENT DIRECTOR

SALARY RANGE: \$60,199.52 - \$87,059.69 Annually

DEPARTMENT: Planning & Development

CLOSING DATE: OPEN UNTIL FILLED

JOB DESCRIPTION:

The City of Roanoke Rapids seeks a highly motivated leader with experience in municipal development services to serve as our next Planning & Development Director! The position is responsible for all planning and development activities including the current and long-range planning and community development programs, building inspections, code enforcement and minimum housing programs. The position reports to the City Manager and will seek to accomplish the objectives and goals established by City Council.

Compensation and Benefits: The salary range is \$60,199.52 to \$87,059.69 annually and dependent on the selected candidate's qualifications and experience. The City of Roanoke Rapids offers a comprehensive benefits package including health and life insurance, eleven (11) paid holidays, participation in the North Carolina Local Governmental Employee's Retirement System and various supplemental programs including a 401K or deferred compensation plan with a 3% City match.

JOB DUTIES:

- Plan, organize, manage, integrate and evaluate the work of the Planning & Development Department to include establishing and monitoring performance against annual budgets.
- Direct the review of current planning and development site plans, surveys, zoning proposals and permit applications in a timely manner.
- Interpret the City department's codes, regulations, plans, maps, policies and functions for elected and appointed boards, stakeholders, citizens and the public. Recommend and advise amendments/ updates as needed.
- Inform, advise and represent the City and the Planning & Development Department at City Council meetings, Planning Board meetings, Board of Adjustment hearings, and other public meetings related to the City's planning and community development services.
- Ensure conformance to City plans and regulations through code enforcement strategies.
- Perform and manage research and analysis for presentations on special projects and issues related to planning and community development.
- Possess strong ability to establish and maintain effective working relationships with contractors, developers, property owners, business owners and other professional peers.
- Coordinate transportation projects inside the City limits with North Carolina Department of Transportation.
- Ensure response and resolution of citizen complaints related to planning and code enforcement.



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- Supervise planning, code enforcement and building inspections staff to include establishing and monitoring performance and professional development targets and provide action-oriented coaching for performance improvement.
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree or higher in planning or a closely related field of study

Experience: A minimum of four (4) years of experience in municipal planning, development and zoning administration that also includes supervisory/ management experience

Other Requirements: Possession of valid North Carolina driver's license

PREFERRED QUALIFICATIONS:

- AICP, AIA or comparable professional designation/ certificate
- Master's degree in planning, public administration or another closely related field of study
- Background in Urban Planning, Land Use, Architecture, and/or Historic Preservation

TO APPLY: Please submit a letter of interest along with resume and completed City of Roanoke Rapids application. Applications are available at <https://roanokerapidsnc.com/employment-application.html>.

The City of Roanoke Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.