

**BOARD OF COMMISSIONERS**

Mike Hawkins, Chair  
David Guice, Vice-Chair  
Will Cathey  
Jason Chappell  
Page Lemel



**COUNTY MANAGER**

Jaime Laughter  
828-884-3100

828-884-3107  
21 East Main Street  
Brevard, NC 28712

---

01/02/2019

POSITION VACANCY

**CLASSIFICATION:** PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

**GRADE:** 24

**SALARY:** 61,283 – 91,924

**DEPARTMENT:** PLANNING

**DUTIES AND RESPONSIBILITIES:** Performs complex professional work planning, organizing, developing, initiating and directing all Planning and Community Development programs and services including land use planning, administration of housing and historic preservation grants and perform related professional, administrative and technical work as required. Oversees the administration of County ordinances related to planning; and reviews and approves subdivision plats in accordance with statute and the county's subdivision ordinance. Advises County Manager, Planning Board, Board of Commissioners, staff and public on planning matter and concerns includes the formation and maintenance of ordinances and policies regulating the use and development of land. Leads the Planning Board in the preparation of the County's Comprehensive Plan. Coordinates Transportation Roadway planning with the local and regional Transportation Advisory committee. Responsible for oversight of the County transportation services including, human service and general public programs. Prepares departmental budget, supervises all departmental personnel. Reports to the County Manager.

**SKILLS AND QUALIFICATIONS:** Bachelor's with coursework in Urban and Regional Planning, Public Administration, Business Administration or related field and 5 or more years of experience in planning, public administration or an equivalent combination of education and experience. AICP Certification preferred. Must have a comprehensive knowledge of modern principles and practices of Community Planning; comprehensive knowledge of the principles and practices of public and business administration; knowledge of federal regulations, state statutes and local ordinances; knowledge of grants and administration; knowledge of personal computer programs and associated hardware and software programs; ability to establish and maintain effective working relationships with County officials, associates and the general public; ability to plan, assign and coordinate the work programs of office and technical staff; ability to solve problems within scope of responsibility; ability to interpret business plans,

"An Equal Opportunity Employer"

engineering data, and census data; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing.

DEADLINE: 2/01/2019

APPLY: All interested applicants must submit a resume, state application PD107 & supporting information to: Planning and Community Development Director Attn: Sheila Cozart, 101 South Broad Street, Brevard, NC 28712. For more information inquire at [jobs@transylvanicounty.org](mailto:jobs@transylvanicounty.org).