

We're Hiring: Land Use & Permitting Supervisor

Are you interested in **planning, zoning, land use, and community development** and looking for an opportunity to make a meaningful impact in a growing community? The Town of Fletcher is seeking a **Land Use & Permitting Supervisor** to join our Planning & Zoning Department.

This position plays an important role in helping residents, property owners, developers, and contractors navigate the Town's zoning and development processes while supporting the day-to-day operations of the Planning & Zoning Department.

What You'll Do (Essential Job Functions):

In this dynamic and public-facing role, you will:

- Review zoning permits, sign permits, zoning verification requests, and other development applications for compliance with Town requirements.
- Assist residents, property owners, developers, and contractors with zoning, permitting, and land use questions.
- Coordinate application intake and help manage the day-to-day permitting and development review process.
- Administer and assist with enforcement of the Town's Land Development Code and nuisance regulations.
- Investigate code enforcement complaints, conduct field inspections, and work with property owners to achieve compliance.
- Prepare public notices and materials for rezonings, variances, special use permits, and other land use matters.
- Support the Planning Board and Zoning Board of Adjustment, including preparation and maintenance of meeting minutes and official records.
- Coordinate with Town departments, Henderson County Permits & Inspections, and other agencies regarding development and permitting activities.
- Assist the Planning & Zoning Director with research, planning projects, ordinance administration, and other departmental activities.
- Maintain accurate zoning, permitting, development, and code enforcement records.

What You Bring (Knowledge, Skills & Abilities):

- Knowledge of or experience with planning, zoning, land use, permitting, code enforcement, or related local government functions.
- Ability to read and interpret plans, ordinances, development standards, and other technical information.

- Strong organizational skills and the ability to manage multiple applications, projects, and deadlines.
- Excellent written and verbal communication skills.
- Strong customer service skills and the ability to explain technical requirements clearly and professionally.
- Ability to work effectively with residents, property owners, developers, contractors, Town staff, and other governmental agencies.
- Sound judgment, attention to detail, and the ability to handle potentially sensitive code enforcement matters professionally.

Education & Experience (Qualifications):

- Minimum of a **two-year degree** from an accredited college or university.
- A **four-year degree in planning, land use, public administration, geography, or a closely related field is preferred.**
- Professional experience in permitting, current planning, zoning administration, code enforcement, or enforcement of development standards is preferred.
- An equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.
- North Carolina Certified Zoning Official (CZO) certification, or the ability to obtain certification within two years of employment, is preferred.
- A valid North Carolina Class C driver's license with a safe driving record is required.

Why You'll Love Working Here:

Join a collaborative team where your work will have a direct impact on Fletcher's growth and development. This position offers a diverse mix of **planning, permitting, customer service, field work, and code administration**, along with opportunities to expand your knowledge and grow professionally.

The Town of Fletcher also offers a **generous, comprehensive benefits package** and a supportive local government work environment.