

## **FULL TIME EMPLOYMENT WITH BENEFITS TOWN OF WISE**

The Town of Wise is accepting applications for the position of **Town Planner** to perform professional planning work for the Town under the general supervision of the Town Manager.

**Duties Include (but are not limited to):** Directs and coordinates town planning activities for projects and land use; develops strategies to support the long-term growth of the town and to protect the town resources; serves as the town's Zoning Administrator and Floodplain Manager; prepares periodic updates to the Town's Comprehensive Plan, Zoning Ordinance and other planning documents; plans and implements community facility and capital improvement projects; compiles and interpret statistical data and conducts research as directed.

The Town Planner also serves as Secretary to the Town of Wise Economic Development Authority; assists the Town Manager with Economic Development activities by administering incentive programs, attending the Wise Business Association meetings, and interacting with the local business community.

The Town Planner consults with citizens, department heads, the manager, and other officials of the town along with state and federal authorities in coordinating all phases of town planning for capital projects, represents the Town in court proceedings regarding planning-related issues, and speaks at various civic and community organizations.

The Town Planner serves as grant coordinator by preparing federal and state grant applications and administers grant programs awarded, to include project management for grant and locally funded projects.

**Qualifications:** Minimum of four-year college degree with primary emphasis in planning or business administration along with two (2) years of responsible experience in a planning related field, or any equivalent combination of training and experience. Knowledge and experience in the practices and principles of planning, zoning, project management and grant management. Ability to draft and present written reports, read and understand construction drawings and contract documents. Must be able to work well with the diverse constituencies including the public, developers, planning professionals, regulatory agencies and co-workers. Prefer VDOT LAP (Locally Administered Projects) certification, training and experience in public speaking, grant writing and administration, project management, and budget preparation.

Apply online at [www.townofwise.net](http://www.townofwise.net). Paper applications will not be accepted. Applications accepted until position is filled.

Authorized by: Laura C. Roberts, Town Manager  
The Town of Wise is an Equal Opportunity Provider and Employer