

Town of Laurel Park
Administration Department
Assistant to the Town Manager/Zoning Administrator Job Description

Starting Salary: \$57,500-\$70,000 per year

Laurel Park is 2.8 square miles, mainly comprised of residential zoning districts and a population of 2,260. Laurel Park is located at the southern edge of the Blue Ridge Mountains, neighboring the City of Hendersonville, and 26 miles south from City of Asheville. The Town operates under a Council-Manager form of government with the Town Manager being appointed by and working under the direction of the Mayor and four Commissioners elected for staggered terms of four years. With a FY25 General Fund budget of \$4.6 million, Laurel Park provides residents with administration, police, public works, planning and zoning services.

Job Summary

Under general supervision, this position serves as an integral part of the executive management team responsible for providing leadership support for the Town Manager by performing complex administrative tasks, project oversight, and management analysis requiring a dynamic skill set. An employee in this class requires significant initiative, independent judgment, and discretion with a considerable workload and extensive public contact. Work is performed under the direct supervision of the Town Manager. This position is eligible for excellent benefits including a 401k, dental, health and vision insurance and participation in the NC Retirement System.

Essential Duties and Tasks

- Serves as the Zoning and Subdivision Administrator for the Town and its planning jurisdiction including the Extraterritorial Jurisdiction (ETJ).
- Perform site review and process planning and zoning applications and monitor all related projects
- Investigate violations and act as code enforcement
- Researches and proposes best practices for local codes and ordinances
- Serve as lead staff for Planning Board and Board of Adjustment meetings
- Support the Town Manager to achieve and maintain compliance with the Town's National Pollutant Discharge Elimination System (NPDES) Phase 2 Stormwater Permit
- Participate in the preparation of Town Council meeting materials
- Coordinate with department heads or other appropriate parties to respond to citizen inquiries
- Represent the Town Manager at various meetings or events
- Serve as project lead for special projects and grant administration, as assigned, to coordinate Town efforts to ensure regulatory compliance and reporting
- Assist the Town Manager with the development and administration of the budget as assigned
- Performs other job-related tasks as required

Required Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public administration with a thorough knowledge of government policies specifically related to land-use planning, and strategic planning

- Customer service principles and processes including setting and meeting quality standards for services and evaluation of customer satisfaction
- Strong knowledge of site review and permitting under a Unified Development Ordinance

Skill in:

- Understanding the basic principles of public service and promoting an environment of continual improvement for local government operations
- Discerning community needs and identifying responsive and equitable responses
- Effectively facilitating the flow of information, ideas, and innovative practices

Ability to:

- Analyze and evaluate complex administrative problems, evaluate programs and recommend solutions
- Present clear, complete and logical oral and written reports
- Manage multiple grants, projects and maintain strict adherence to local, state and federal laws and ordinances
- Establish and maintain effective working relationships with employees, governmental officials, representatives of private agencies, community groups and the general public

Education and Experience

Graduation from a college or university with a bachelor's degree in public administration, town and regional planning, business administration, or a related government field required. Training and experience in a government environment desired. A master's degree in public administration, planning or a related field is preferred.

Special Requirements

- Possession of a valid North Carolina driver's license
- CZO (Certified Zoning Officer) certification preferred or attainable within twenty-four (24) months of hire date

How to Apply

Please submit a cover letter, resume, Town application (www.laurelpark.org), and three professional references.

Via mail:

Attn: Cara R. Reeves
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

Via email: humanresources@laurelpark.org

Applications will be reviewed as they are received, and the position will remain open until filled. The successful applicant must pass a drug test and criminal background check as a condition of employment. The Town of Laurel Park is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.