

POSITION AVAILABLE: Town Planner & Zoning Officer

DATE POSTED: April 20, 2026

CLOSING DATE: When Filled

FLSA: Exempt

Location: Elizabethtown, NC

Department: Planning

Reports To: Town Manager

Job Purpose

This professional position is responsible for overseeing land use, development, and zoning administration within the [Town of Elizabethtown](#) and its Extraterritorial Jurisdiction (ETJ). The officer ensures that all growth aligns with the Town's Code of Ordinances and Comprehensive Growth Plan while providing high-level technical guidance to citizens, developers, and elected officials.

Primary Duties and Responsibilities

- **Zoning Administration:** Serve as the primary point of contact for land use and zoning inquiries. Interpret and enforce the [Elizabethtown Code of Ordinances](#) consistently.
- **Permitting & Review:** Review site plans, subdivision plats, and building permits for compliance with zoning regulations. Conduct field investigations to resolve non-compliance issues.
- **Board Liaison:** Act as the lead staff advisor to the **Planning Board** and **Zoning Board of Adjustment**. Prepare case files, agendas, staff reports, and public presentations for the Town Council.
- **Long-Range Planning:** Assist in developing and updating the Town's Comprehensive Plan, Small Area Plans, and transportation safety initiatives (e.g., "Envision Elizabethtown 2040").
- **GIS & Mapping:** Maintain and update the official **Zoning Map** and utilize Geographic Information Systems (GIS) for data analysis and public information.

Required Knowledge and Skills

- **Technical Knowledge:** Thorough understanding of North Carolina General Statutes (specifically **Chapter 160D**) regarding planning and development.
- **Software Proficiency:** Skilled in Microsoft Office, ArcGIS Online, and Esri Field Apps.
- **Communication:** Ability to explain complex land-use regulations to the general public with clarity and professional diplomacy.
- **Field Work:** Ability to perform physical site inspections, which may include walking over uneven terrain and exposure to outdoor environments.

Qualifications and Requirements

- **Education:** Graduation from a four-year college or university with a major in Urban Planning, Geography, Public Administration, or a related field is preferred but not required.
- **Experience:** Professional experience in municipal or county planning is preferred but not required.
- **Certifications:**
 - **AICP** (American Institute of Certified Planners) certification is highly desirable.
 - **CZO** ([Certified Zoning Official](#)) from the North Carolina Association of Zoning Officials (NCAZO) or the ability to obtain it within two years.
- **License:** Must possess a valid North Carolina Driver's License.

Performance Measures

- **Accuracy:** Precision in ordinance interpretation and site plan review.
- **Customer Service:** Responsiveness to the development community and local citizens.
- **Timeliness:** Ability to meet firm deadlines for board meetings and public hearings.

Successful candidate will be subject to a criminal background check, drug testing, and must possess a valid NC driver's license.

Please complete the Town of Elizabethtown's application available on the Town Website.

If you need more information, please call Erin Deaver at (910) 862-3125 or send an email to Human Resources at edeaver@elizabethtownnc.org.

The Town of Elizabethtown is an Equal Opportunity Employer.