



# Town of Belville

## North Carolina

### Position of

# PLANNER

## Description

The Town of Belville is seeking a Current and Long-Range Planner to assist with the smart and strategic growth of our thriving community. This position reports to the Town Manager.

Salary range: \$39,400 - \$56,190  
Position will remain open until filled

## Duties

The Planner will have duties surrounding the tactical development and expansion of Belville. Responsibilities include:

1. Review, analyze, and respond to project submittals; and by doing so ensure compliance with ordinances and regulations.
2. Provide feedback to applications and inquiries on plans, permits, and other requests.
3. Coordinate the technical review of development and zoning regulations and applications.
4. Assist the Planning Board and Board of Commissioners to provide guidance on effective governance.
5. Write and present formal and technical reports and other communications.
6. Attend public meetings to provide pertinent information to citizens and decision-making bodies.

## Requirements

1. Bachelor's Degree in Planning or related field and two years of related experience
2. AICP Certified
3. Proficient in ArcGIS and Microsoft Office
4. Excellent written and oral communication
5. Organized and close attention to detail
6. Ability to work both independently and in a team environment
7. Engineering experience preferred



# Town of Belville

## North Carolina

### About Belville

#### Our Community

Located in Brunswick County, the Town of Belville has a geographical area of 1.9 square miles, and a population of 2,400. Our town borders the Brunswick River and is located five miles from the Cape Fear River and historic downtown Wilmington, and is a short drive to numerous beaches in Brunswick and New Hanover Counties. Brunswick County is one of the fastest growing counties in North Carolina.

#### Our Vision Statement

The Town of Belville is committed to maintaining its distinctive Small Town Character and taking a leadership role in revitalization. We are focused on historical education, recreation, and a place for our citizens and businesses to thrive.

#### Our Focus

We recognize the need to be good stewards of our natural spaces, to foster a culture of engaged community members, and grow and develop our town responsibly. Belville is focused on economic development and revitalization, and desires to create a community for people to live, work, and shop. Our Vision 2030 Plan aims to achieve our goals of smart growth and continued improvement. We maintain close ties to surrounding municipalities with the mindset that improvement and progress is a team effort.



### How to Apply

To apply, please complete our Employment Application and submit it along with your resume through one of the following methods:

1. Email materials to [townmanager@townofbelville.com](mailto:townmanager@townofbelville.com) OR
2. Mail materials to 63 River Road, Belville, NC 28451, Attention: Town Manager.

Application Form can be found at <https://townofbelville.com/jobs/>