

Town of Maggie Valley



The Town offers a benefits package which includes:

- Paid Vacation
- Paid Sick Leave
- 11 Paid Holidays
- Paid BCBS Health Insurance
- Paid Life Insurance
- Participation in NC Local Government Employees' Retirement System
- Up to 3% NC 401(K) matching
- Employee Assistance Program (EAP)
- Education Assistance & Tuition Reimbursement
- Professional training and development including certification/recertification costs
- Free Electric Vehicle Charging Station



Maggie Valley is the fastest growing municipality in Haywood County, North Carolina. We are in a unique geographic location in proximity to Great Smoky Mountains National Park, the Blue Ridge Parkway, Lake Junaluska, and thirty-five miles to downtown Asheville. Maggie Valley's Soco Road business district is a quintessential representation of small resort town charm with dozens of locally owned tourist shops and restaurants. The Town shares in a rich tradition of yearly festivals, beautiful scenery, and mountain views that surround you for miles. We are a four-season sportsman's paradise with opportunities to ski, fish, hike, golf, and sightsee Rocky Mountain Elk, all without leaving town limits!

Salary Information:

Full salary range is
\$34,057 - \$51,086

Starting salary for this position will be commensurate with the candidate's background, experience, skills, and education.

To Apply:

If interested, submit by email a cover letter, resume, and two references (email & phone) to Sam Cullen, Town Planner at scullen@maggievalleync.gov

While the position will remain open until we find the right teammate, interested candidates should apply by close of business August 11, 2023 to be considered for first review.

Interviews are expected to begin late-August to early-September.



For more information on the planning department visit Maggievalleync.gov

Town Planning Assistant

The Town of Maggie Valley is seeking a self-motivated, technology savvy individual with strong interpersonal skills to join our team. This position will provide technical assistance and customer service to the general public, property owners, builders, real estate agents, and developers who inquire about UDO and code provisions. The individual will perform processing and initial review for zoning, subdivision, and floodplain permits. This entry level planning position is a great opportunity for a recent graduate or aspiring planner to learn and grow.

Duties & Responsibilities:

- Responds to inquiries regarding planning policies, development regulations, and permitting processes
- Maintains excellent public relations through direct customer service
- Receives and processes planning permit applications
- Drafts reports and documents used in current/long-range planning
- Takes minutes for the Planning Board and the Zoning Board of Adjustment meetings
- Performs routine planning functions including research and analysis
- Completes other special projects and related duties as assigned including but not limited to Maggie Valley festival grounds inquiries, ABC permits, Town of Maggie Valley Social media monitoring.

Qualifications:

- Highly detail-oriented and organized with ability to work independently
- Demonstrated ability to think critically and multi-task
- Understanding of planning principles and practice, including knowledge of North Carolina land development regulations
- Demonstrated methods and techniques of technical research, report preparation, and presentation

Education:

Requires a degree in urban/regional planning, geography, GIS, or a closely related field and up to one year customer service experience

Requirements:

- Walking, standing, stooping, bending, lifting, and carrying
- Visual acuity, reading comprehension, hearing, and clear articulation
- Work includes public contact
- Hours are Mon - Fri 8 AM – 5 PM and occasional night meetings
- Valid Driver's License required

The Town of Maggie Valley is an equal opportunity employer.
