



JACKSON COUNTY
HUMAN RESOURCES DEPARTMENT
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Land Use Administrator Position
Planning Department

Background

During the summer of 2015, Jackson County contracted with Benchmark Planning Inc. to conduct a performance audit of the Permitting & Code Enforcement and Planning Departments. The audit report recommended that the Land Use Administrator position be reclassified to a Senior Planner position in order to better serve Jackson County in its planning needs.

Currently the Planning Department is working on its Comprehensive Plan and will soon be starting on the Unified Development Ordinance that will require significant time and effort of the Planning Department staff members. The Land Use Administrator plays a vital role in both projects.

Modification of Duties & Responsibilities

Recently the Planning Director and Human Resources Director reviewed the job description of the Land Use Administrator Position and identified duties and responsibilities the position was performing for the Planning Department including site design and acting as supervisor the Planning Department in absence of the Planning Director that were not included in the position description. Additionally, the Land Use Administrator is the individual who calculates slope under the Mountain and Hillside Development Ordinance and trains other Planning Department staff to accurately calculate slope. A revised draft job description is attached.

Senior Planner Salary Information

In review of Planning Departments across the state there are 31 counties who employ a Senior Planner as reported in the UNC School of Government's 2015 Salary Survey. Of these 30 counties the statewide average for this position ranges from \$47,563-\$75,077 with an average salary of \$54,455.

County Name	Hire Rate	Maximum Salary	Actual Salary
Brunswick	\$ 47,743	\$ 76,389	\$ 56,837
Cabarrus	-	\$ 75,246	\$ 53,240
Catawba	\$ 46,547	\$ 72,225	\$ 56,976
Chatham	\$ 50,619	\$ 78,460	\$ 51,118
Gates	\$ 47,316	\$ 68,931	\$ 48,263
Craven	\$ 46,983	\$ 43,779	\$ 88,448
Cumberland	\$ 49,267	\$ 82,916	\$ 65,785
Currituck	\$ 49,878	\$ 69,150	\$ 61,152

Dare	\$ 52,227	\$ 82,963	\$ -
Duplin	\$ 52,539	\$ 93,298	\$ 54,661
Edgecombe	\$ 35,945	\$ 59,012	\$ 35,945
Franklin	\$ 42,867	\$ 64,301	\$ 53,999
Gaston	\$ 57,715	\$ 89,461	\$ 79,137
Granville	\$ 36,430	\$ 70,689	\$ 55,337
Guilford	\$ 60,922	\$ 103,950	\$ 80,646
Harnett	\$ 46,905	\$ 72,703	\$ 56,664
Henderson	\$ 43,271	\$ 69,752	\$ 48,165
Iredell	\$ 45,513	\$ 70,591	\$ 62,938
Johnston	\$ 50,266	\$ 86,325	\$ -
Macon	\$ 47,674	\$ 71,511	\$ 49,657
Moore	\$ 41,778	\$ 67,560	\$ 50,000
Nash	\$ 45,635	\$ 73,016	\$ 50,721
New Hanover	\$ 56,154	\$ 95,462	\$ 77,418
Orange	\$ 59,347	\$ 97,244	\$ 72,218
Pender	\$ 43,769	\$ 70,031	\$ 46,541
Person	\$ 51,750	\$ 80,213	\$ 67,378
Randolph	\$ 44,699	\$ 68,827	\$ 45,595
Rowan	\$ 45,261	\$ 71,850	\$ 48,011
Union	\$ 53,230	\$ 79,844	\$ 74,551
Wake	\$ 48,100	\$ 82,000	\$ 69,657
Yancey	\$ 26,555	\$ 39,699	\$ 27,060
State Average	\$ 47,563	\$ 75,077	\$ 54,455

Position Recommendation

Upon review of the information included in the Benchmark Planning Inc. Performance Audit Report and the duties and conditions of the Land Use Administrator it is recommended to reclassify the position to a Senior Planner and assign to Grade 26.

Current Position Title	Current Grade	Current Range
Land Use Administrator	Grade 24	\$39,310.99-77,076.12
Proposed Position Title	Proposed Grade	Proposed Range
Senior Planner	Grade 26	\$43,340.37-84,976.45