



Village of Marvin

Planning Technician/Deputy Clerk - The Village of Marvin (pop. 7,000) is seeking a driven and detail-oriented professional with municipal planning experience to serve as Planning Technician and Deputy Clerk. Located just 12 miles south of Charlotte in Union County, Marvin is one of North Carolina's fastest-growing municipalities. Incorporated a little over 30 years ago, Marvin prides itself on being a signature residential community while maintaining a low tax rate and high quality of life.

This full-time position offers a unique opportunity to contribute to both the Planning Department and the Clerk's Office. The Planning Technician portion of this role involves assisting with day-to-day department operations, plan and permit review, ordinance and map updates, long-range and special project planning, and providing staff support for the Planning Board and Board of Adjustment. The Deputy Clerk responsibilities include assisting with meeting preparation and minute taking, ensuring compliance with public records laws, and supporting Village communications such as newsletters, social media, public notices, and other outreach materials.

The ideal candidate will demonstrate strong technical, writing, and organizational skills; the ability to manage multiple priorities; an in-depth understanding of municipal government and planning, as well as previous experience in the use of Canva, Adobe Illustrator, Photoshop, and/or image editing software. This position reports jointly to the Planning Director and the Village Clerk/Assistant to the Manager.

Requirements: Bachelor's degree urban or regional planning, geography, or public administration, or related field with 2-3 years of relevant experience in planning or development; the safekeeping and care of public records and/or high level executive assistant duties; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Experience in governmental clerical work is highly desired. This position is for exempt full time with some flex/remote work schedule available. Night meetings are a requirement (usually 2 per month). Compensation: \$45,478 – \$69,426 DOQ. Submit cover letter, salary history, and resume to Hunter Nestor, Planning Director, 10006 Marvin School Road, Marvin, NC 28173 or planner@marvinnc.gov EOE. Closing: November 14, 2025.