

BERKELEY COUNTY GOVERNMENT
invites applications for the position of:

Planner/Senior Planner

SALARY: Depends on Qualifications

DEPARTMENT: Planning/Zoning

OPENING DATE: 07/10/18

CLOSING DATE: Continuous

JOB SUMMARY AND ESSENTIAL FUNCTIONS:

Performs a variety of professional and technical duties related to current land use development and/or zoning compliance and enforcement as well as long-range land use planning. Reviews the issuance of building and zoning permits, proposed plats, site plans, rezoning and variance requests among other land use related issues to ensure compliance with all applicable county, state and/or federal regulations. Must be able to deal courteously and effectively with fellow employees and citizens.

ESSENTIAL JOB FUNCTIONS:

- Prepares technical reports, contemplating land use suitability, compatibility, adequacy of transportation, public facilities, and utilities through coordination with applicable County departments and agencies.
- Assists in the implementation of the County's comprehensive plan as well as provides technical assistance toward statutorily-mandated 10-year updates and 5-year reviews.
- Administers the County's *Zoning and Development Standards* and *Land Development and Subdivision Regulations* ordinances and provide technical support for any ordinance amendments.
- Assists in the preparation of materials for the County's Board of Zoning Appeals, Planning Commission, and County Council meetings/hearings.
- Works closely with the County departments as well as other applicable local, state, and regional agencies in the review of site/subdivision plat/plat submittals, permit applications, development of maps, technical reports/documents, and processes.
- Provides technical review of subdivision and site development plans.
- Collects and analyzes statistical and spatial data to inform policy strategies and long-range planning initiatives.
- Reviews applications for and, upon demonstrated compliance, issues zoning and project permits.
- Effectively communicates to a variety of stakeholder audiences the applicable standards, submittal requirements, and processes.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

PLANNER:

- Bachelor's degree in a related field;
- Two (2) years of related planning/public administration experience;
- American Institute of Certified Planners (AICP) certification preferred;

SENIOR PLANNER:

- Bachelor's degree in a related field;
- Four (4) years of related planning/public administration experience;
- American Institute of Certified Planners (AICP) certification required;

Special Requirements:

- Must have and maintain a valid South Carolina's driver license with a safe driving record;

- Departmental testing may be administered during interview;
- A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.
- This is a safety sensitive position and is subject to random drug and alcohol testing.

Knowledge, Skills and Abilities:

- Knowledge of Word and Excel.
- Ability to use small office equipment, computers and highly technical computer applications.
- Knowledge of and experience in ArcMap and related applications, proficiency preferred.
- Ability to stay organized and detail oriented and multi-task.

PHYSICAL DEMANDS:

This position requires the employee to sit and use hands to handle, finger or operate objects, tools or controls; reach with hands and arms; climb or balance; use mental acuity and repetitive motion; and walk, talk and hear. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK CONDITIONS:

The work is regularly performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities and needs. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening Board of Zoning Appeals, Planning Commission and/or County Council meetings. requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during special events or emergency situations.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.berkeleycountysc.gov>

Position #00055
PLANNER/SENIOR PLANNER
LW

1003 HIGHWAY 52
MONCKS CORNER, SC 29461
843-719-4163

webhrd@berkeleycountysc.gov

Planner/Senior Planner Supplemental Questionnaire

* 1. Do you have a valid Bachelor's degree in a related field?

- Yes
 No

* 2. Do you have a valid certification/license in South Carolina for this position?

- Yes
 No

* Required Question