

Planning and Zoning Director

Goose Creek, the municipality that Business Week called the best place to raise a family in South Carolina, is located minutes from the international tourist destination of Charleston, and the pristine beaches of coastal South Carolina. We are seeking a progressive Planning and Zoning Director for effective facilitation of City growth and development. This position reports to the City Administrator.

The City of Goose Creek offers an excellent benefits package. The City is offering State of South Carolina benefit programs in 2019. Individual medical, dental, life, disability is offered at no cost to the employee. The City offers a full complement of benefits to include medical, dental, vision, disability, \$5,000 tuition reimbursement, annual leave, sick leave, 10 holidays, flexible spending accounts, company-paid life and disability, wellness program with time off, optional 401k/457 plans accident/illness policies and much more. This position participates in the State Retirement System (SCRS) and receives a generous car allowance.

JOB SUMMARY

This position is responsible for the management and supervision of the Planning Department.

ESSENTIAL JOB FUNCTIONS

Manages the review and approval of all development activities within the City while ensuring that submitted plans meet all zoning ordinance requirements and development standards.

Reviews parcel plats, site plans, subdivision plats, landscape plans, architectural plans and building elevations.

Manages and supervises the activities and personnel of the Planning and Zoning Department.

Performs duties involving: instructing, assigning, reviewing and planning work of others; acting on employee problems; processing Worker's Compensation information; recommending new hires, transfers, promotions, demotions and terminations; issuing corrective actions and completing employee performance appraisals.

Serves as the point of contact for developers and their professionals and facilitates their projects through the City's approval process.

Conducts pre-application conferences with applicants and design professionals to review proposed projects and offer guidance regarding ordinances, standards, and City procedures.

Administers, interprets and enforces the City's zoning ordinance.

Provides answers to inquiries from the public, the City's commercial community, and project developers.

Removes objects of zoning violations including signs, banners and other debris from public property and rights-of-way.

Performs long-range planning functions related to the preparation and implementation of new and revised planning and zoning documents, zoning ordinances, guidelines, strategies and reports.

Leads the Planning Commission in drafting, updating and presenting for adoption a Comprehensive Plan every five (5) years.

Serves as Staff facilitator for the City's Planning Commission, Architectural Review Board, and Zoning Board of Appeals, including the supervision of the preparation of agendas and meeting packets and staffing the monthly meetings.

Manages and facilitates the annual training requirements for citizen commission and board members.

Performs special demographic, economic, land use and zoning analyses studies or surveys as directed.

Provides GIS assistance for Planning Department needs.

Sends letter regarding zoning violations following research and site visit to confirm zoning violation; physically removes objects of zoning violations including signs, banners and other debris from public property and rights-of-way.

Manages the addressing for all properties within the City and the E911 addressing process.

Serves as the Flood Hazard Manager for the City.

Conducts site inspections and works with field personnel to ensure projects under construction are being completed per approved plans and, upon project completion, approves the final certification of Occupancy.

Performs other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's Degree in Planning or related field required

Five (5) years of Planning and Zoning of work experience.

Any combination of education and experience totaling nine (9) years is acceptable.

AICP certification is preferred.

Valid South Carolina Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of urban planning principles and practices.

Knowledge of personnel management and supervision.

Knowledge of civil engineering principles and design standards.

Knowledge of architectural and landscape architecture design principles as they relate to commercial and residential site development, redevelopment and reuse.

Knowledge of Geographic Information Systems applications.

Knowledge of department policies and procedures.

Ability to read construction plans and use engineering and architectural scales and other measuring instruments.

Ability to apply geometric and algebraic formulas and equations to measure distances, areas and dimensions, and other development standards.

Ability to use computers and various software programs, to include Word and Excel.

Ability to multi-task.

Ability to provide supervision to staff.

Ability to deal with the public and non-governmental agencies, to include handling potentially difficult customers and volatile situations.

Ability to communicate professionally, both orally and in writing.

PHYSICAL DEMANDS

The work is sedentary work and requires exerting up to 25 pounds of force occasionally to remove signs as needed and the following physical abilities: fingering, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORK ENVIRONMENT

The work is typically performed indoors with some work performed outdoors. Employee is exposed periodically to traffic, noise, dirt, grease, irritating chemicals, insects and inclement weather.

REASONABLE ACCOMODATION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

The City is an Equal Opportunity Employer.