

# Planner

FLSA Status: Non-Exempt  
Grade 14

## General Definition of Work

The Planner position within the Growth Management Department Planning & Community Development Division provides a range of planning and community development services in a dynamic and growing community setting. This position requires the incumbent to possess a planning background and skill in administering, coordinating and conducting development and other technical reviews as part of the Town's land use regulatory programs.

The Planning & Community Development Division functions generally include the administration and implementation of the Town's Comprehensive Plan, Old Town Master Plan, Development Agreements, Unified Development Ordinance, Community Development Program, and providing support and oversight to numerous Town Boards, Committees, and Commissions, particularly Town Council, the Planning Commission, and Historic Preservation Commission. The nature of the work performed requires the excellent customer service skills with a "how can I help" mentality and the establishment and maintenance of effective working relationships with the elected and appointed officials, senior staff, other Town departments, Town employees and the general public. The principal duties of this class are performed in a general office and field environment. The work is performed under the supervision and direction of the Planning & Community Development Manager or designee, but extensive leeway is granted for the exercise of independent judgment and initiative.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Performs development plan review and planned unit development review.

Performs subdivision review.

Performs sign and site feature reviews.

Performs annexation review.

Reviews and updates the Town's Comprehensive Plan.

Conducts data collection, research, and analysis for planning reports and studies assigned by the Director.  
Prepares planning and project analysis.

Work requires close coordination with the Planning and Community Development Manager, Town Council, Planning Commission, Zoning Board of Appeals, Historic Preservation Commission, Developer Representatives, Consultants and the General Public.

Perform emergency and disaster-related duties as assigned.

Performs other duties as apparent or assigned.

## Knowledge, Skills and Abilities

Knowledge of Development and Master Plan review processes; knowledge of the principles, methods and practices of urban planning; knowledge of federal, state and municipal legislation impacting municipal government planning efforts; knowledge of research techniques and sources of information, current literature and recent developments regarding urban planning and development review; knowledge and experience with Geographic Information Systems; experience with Microsoft Office Suite; ability to utilize the Internet and email; ability and knowledge to research and produce planning reports; ability to write clearly; to organize and analyze information and perform planning research; ability to communicate effectively orally and in writing with General Public, Developers, Owners, Supervisors, Employees, Architects, Engineers, Town Council and Board Members; ability to establish effective working relationships.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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## Education and Experience

Bachelor's degree in Planning, Urban Design, Landscape Architecture, Public Administration, Political Science, Economic Development or a related field plus two (2) years of planning/community development experience; or any equivalent combination of education and experience.

Experience in Urban Design and Development Review.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; worker is frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and using of measuring devices; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

## Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.