



City of Beaufort Planner III

JOB SUMMARY

Responsible for advanced level professional work in urban planning. Provides technical support and assistance to the Director in the development and implementation of the Comprehensive Plan and the City's advanced and current planning programs with related research and analysis. Review and process land use and development applications and proposals, as well as variance cases. Prepare and present cases to city boards, commissions, and committees including but not limited to Metropolitan Commission and Zoning Board of Appeals. Supervise and manage the work of other planning staff and interns.

MAJOR DUTIES

These are intended only as illustrations of the various types of worked 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).

- Prepares and updates as needed the Comprehensive Plan and other planning studies, including but not limited to neighborhood and district plans and sustainability plans; serve as project manager for major activities and special project related to city long-range and sustainability planning efforts.
- Coordinates with other divisions and departments, as well as other governmental entities, organizations, and stakeholders' groups on planning projects as needed.
- Processes and analyzes requests/proposals for zoning text amendments, zoning map amendments, land development, subdivision plats and regulation amendments, and provides and present recommendations on the same as they relate to the City's long-range planning goals and objectives, projects, and the comprehensive plan.
- Summarizes information from maps, graphs, reports, field studies, etc.; prepares statistical reports, tabulations, computations, graph and charts to illustrate long-range planning studies, census information, and special projects.
- Enforces zoning and subdivision regulations.
- Researches planning topics, local ordinances, and state statutes.
- Performs spatial analyses using GIS.

- Develops and revises applicable city codes, policies, procedures and projects as assigned.
- Prepares packet materials for related city boards and commissions and City Council, including memos, reports, maps and other information as needed.
- Serves as the facilitator of the interdepartmental Technical Review Committee of the City.
- Attends Planning Commission and Zoning Boards of Appeals meetings and, as needed, Historical and Architectural Sites Commission and City Council meetings, as directed by the Director. Attends other Board and Commission meetings as requested.
- Coordinates engagement and participation of the public and various stakeholder and neighborhood groups for planning projects.
- Makes presentations to various governmental bodies and citizens committees and groups.
- Assists the Department of Public Works and the Economic Development Division on the City's Capital Improvements Plan.
- Prepares City Council legislations, such as ordinances and resolutions, related to planning and development matters.
- Coordinates long-range planning efforts with City departments, along with other planning entities within the City and County.
- Supervises and manages subordinate planners and interns.
- Responds to inquiries from and interact with members of the development community and the public regarding planning and zoning policies and regulations.
- Assists in transportation planning and economic and community development activities as needed.
- Performs other related duties as assigned.

KNOWLEDGE AND SKILLS

- Master's degree in Urban Planning or related field and a minimum of three (3) years of progressive related experience preferred. Appropriate combination of related education and work experience may be considered; or
- Bachelor's degree in urban planning, urban design, landscape architecture, public administration, geography, community development, sustainability, or related field and a minimum of six (6) years of progressive related experience.
- American Institute of Certified Planners (AICP) certification preferred, or the ability to acquire certification within one (1) year of employment.
- Some supervisory experience and knowledge of transportation planning and economic and community development preferred.
- Must possess or obtain within sixty (60) days of employment a valid SC driver license
- Thorough knowledge of Federal and State laws, statutes and ordinances governing planning, zoning building and subdivision development.
- Thorough knowledge of the principles, practices and techniques of planning and development, zoning, urban design, and sustainability to include related local resources.
- Skills in various research techniques and designing/drawing plans, sections, elevations and perspectives
- Skills in interpreting and explaining ordinances and specific criteria, to include legal descriptions of land.
- Skills in preparing and presenting written and oral reports and documents, to include operating various professional equipment.
- Skills in MS Word, Outlook, Excel, and PowerPoint; Skills in using graphic design, desktop publishing, database, and/or Geographic Information Systems (GIS) software programs preferred.
- Ability to research and collect data and perform accurate calculations, to perform sound, analytical analyses, and to make well-reasoned recommendations.
- Time and multi-project management; high level of customer service; collaborative and effective working relationships with others; and strong work ethics.