

**CITY OF BEAUFORT, SOUTH CAROLINA  
JOB DESCRIPTION, Revised February 14, 2019**

**JOB TITLE: PLANNER II  
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

**GENERAL STATEMENT OF JOB**

The Planner II, under limited supervision, performs professional planning, and urban design evaluations to help ensure the proper development and use of land resources. This position is responsible for ensuring that private and public development projects are: consistent with adopted plans and policies and comply with the current development code. The Planner II provides stewardship of the City of Beaufort's unique aesthetic character and valuable natural resources.

The Planner II performs work that requires a broad knowledge of traditional city planning and design principles, as well as being acquainted with architecture and civil engineering requirements. The position requires considerable judgment and initiative to resolve a variety of complex, technical problems.

This position reports to the Planner III.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Reviews and evaluates site plans, subdivision plats, and landscape design plans for compliance with applicable City ordinances and comprehensive plan elements; makes staff recommendations for approval or modification as appropriate.

Performs inspections for completed projects for compliance with approved plans.

In cooperation with the Senior Planner prepares reports, written records, ordinances, memorandums, plans, and studies on programs, projects, and activities for the Design Review Board, Park, the Historic Review Board, and the Tree Advisory Commission.

Reviews and approves applications for tree removal; performs inspections relating to tree removal requests with guidance from a certified arborist.

Inspects sites for compliance with tree protection standards and silt fencing, pre-construction and throughout construction phase.

Serves as staff to the Park and Tree Advisory Commission.

In conjunction with other department staff, performs zoning reviews on signs.

Acts as City liaison to the phased development of the Spanish Moss Trail.

Participates in neighborhood planning efforts with the public.

Provides design assistance on pop-up projects from the Planner III or Community & Economic Development Director.

Under the supervision of the Planner III and the Director, prepares and evaluates updates and amendments to development code and planning-related ordinances as necessary.

Performs emergency or disaster-related duties as assigned.

Assists with grant preparation and implementation for community development (ex., streetscape projects) and parks projects;

Performs and assists with planning projects as assigned; provides professional, advisory and consulting services to local officials for implementation of planning program recommendations.

Creates and facilitates meetings, seminars, education opportunities for citizen boards, City Staff and the public to increase the knowledge and awareness of current planning trends and regulations.

Interacts and communicates with the City Manager and Executive Staff, City Council members, County planning staff, board and commission members, architects, engineers, consultants, contractors, news media, community groups, attorneys, state and federal agencies, and the public.

Attends meetings, seminars, continuing education classes, etc., to maintain knowledge of current planning trends and regulations.

Performs other duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Master's degree in planning, urban design, landscape architecture or related field; or a Bachelor's degree in planning, urban design, landscape architecture supplemented by three to five years of professional experience in urban/community planning and development; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Valid South Carolina driver's license required.