



## City of North Charleston

### Vacancy Notice

**Position:** Associate Planner

**Department:** Planning and Zoning

**Pay Grade:** 111 (\$56,556 - \$86,317)

#### GENERAL STATEMENT OF POSITION

Under regular supervision, performs professional and clerical work for the Planning and Zoning department. Work involves assisting the Director of Planning & Zoning in preparing for the Planning Commission meetings. Employee performs technical and plan review work. Performs related work as necessary and as directed. \* Full job description attached.

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in urban or regional planning, engineering, architecture, landscape architecture or related field and one to two years of related experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and ability.

Posted: 7/28/2026

Deadline: **Until Filled**

Finisha I. Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina  
*An Equal Opportunity Employer*

|                                  |                                 |                  |            |                    |
|----------------------------------|---------------------------------|------------------|------------|--------------------|
| Job Title:                       | ASSOCIATE PLANNER               |                  | Job Code:  | 254                |
| Core Comp Group                  | ADMINISTRATIVE                  |                  | FLSA:      | Non-Exempt         |
| Pay Grade:                       | 111                             |                  | SOC Code:  | 19-3051            |
| Effective Date                   | 5/2/2025                        | Revision A: Risk |            | M. Watson 04.29.25 |
| Revision B:                      |                                 | Revision C:      |            |                    |
| FOR DEPARTMENTAL/OFFICE USE ONLY |                                 |                  |            |                    |
| Dept.                            | Planning and Zoning             |                  | Dept. #    | 451                |
| Location:                        | City Hall Building              |                  | EM Status: |                    |
| Reports To:                      | Director of Planning and Zoning |                  |            |                    |

**Summary Objective**

Under regular supervision, performs professional and clerical work for the Planning and Zoning department. Work involves assisting the Director of Planning & Zoning in preparing for the Planning Commission meetings. Employee performs technical and plan review work. Performs related work as necessary and as directed.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Assist the Director and Deputy Director of Planning & Zoning in preparing for the Planning Commission meetings to include, notification letters, preparing signs, performing land use analysis, receiving and reviewing rezoning and subdivision variance requests and supporting materials, assisting in the preparing of recommendations for the Planning Commission and City Council.
- Assists with neighborhood and City-wide planning functions, such as neighborhood development plans, economic development plans, urban thoroughfare plans and other long-term projects.
- Assists co-workers with assigned duties as necessary.
- Assists in the development of the City's Comprehensive Plan, Zoning Ordinance and Subdivision Regulations, and other applicable policies and procedures.
- Assist in applying the zoning ordinance and drafting zoning verification letters to ensure enforcement of the Zoning ordinances.
- Receives, distributes and reviews subdivision plats, including preliminary, final and exempt plats.
- Receives and responds to public inquiries and requests for assistance regarding department projects and activities.
- Works closely with the City Planner (LR) and City Planner to complete responsibilities and tasks related to the implementation of the Comprehensive Plan.
- Utilizes appropriate checklists and regulations to review submittals to the Planning Commission such as site plans, subdivision plats, construction plans, and specifications to ensure code and ordinance compliance, and collaborates with applicants/agents to exchange information prior to submitting a report of findings to the supervisor and director for review.
- Prepares and/or processes study reports, plans, maps, various other reports, records, memos, correspondence, etc.
- Operates a variety of office and specialized equipment, including computers, printers, copiers, telephones, plotters, etc.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains and awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations, attends workshops and training sessions when available.

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- Utilizes Geographic Information Systems (GIS) as a database and tool to provide information to the public, prepare reports, and develop various planning studies.
- Reviews zoning applications for approval in accordance with applicable zoning regulations.
- Gather and analyze census data for reports as required.
- Conducts field review of development projects as necessary
- Attend various meetings, provide support to various committees as assigned, and makes presentations as needed.
- Coordinate traffic impact analysis (TIAs) for Planning and Zoning and report recommendations for improvements to applicants once received by the department
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

### **Knowledge, Skills and Abilities**

- Excellent communication with others, both orally and in writing, using technical and nontechnical language including planning, community development, economics budgeting, etc. writes correspondence.
- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Associate Planner.
- Knowledgeable of the principles, theories, practices and methodologies of urban planning and Geographic Information Systems (GIS).
- Ability to assist with interpreting plans and to assist with administering ordinances and regulations firmly, tactfully and impartially while maintaining a positive relationship with the public.
- Ability to read, develop, and interpret planning, zoning and land use maps.
- Knowledge of computer programs commonly used for planning analysis, mapping and design.
- Utilize verbal, written and graphic skills to communicate information and advice effectively to a wide variety of people and officials.
- Ability to manage complex assignments, under direct supervision of the Director or Deputy Director, and provide support as needed to senior staff, to facilitate the completion of research, data analysis, writing of reports and presentation to Boards, and Commissions.
- Ability to efficiently and effectively collect, tabulate and analyze relevant data and apply it to the planning process.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to be reliable in terms of attendance and punctuality.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's degree in urban or regional planning, engineering, architecture, landscape architecture or related field and one to two years of related experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and ability.



### **Physical Demands**

- Requires the ability to do sedentary work for extended periods of time.
- May require periods of standing or walking
- Requires ability for gross manipulation and fine manipulation; keyboarding, grasping, turning, holding, touching, picking, pinching, or seizing.
- Requires speaking and the ability to express or exchange ideas, provide instructions and information by means of the spoken word to the public and coworkers.
- Must have the ability to hear, understand, and distinguish speech and/or other sounds to communicate with the public and coworkers.
- Requires Far and Near Visual Acuity along with peripheral vision.

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work that involves walking or standing most of the time and involves exerting light force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment. Tasks may require extended periods of time at a keyboard or workstation.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None

### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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