

CAREER OPPORTUNITY

Community Development / Planning

Planner II

The Planner II position principally performs a variety of professional planning, technical and administrative tasks related to the implementation of the City's Comprehensive Plan and administration of the Zoning Ordinance. Planner II is characterized by increasingly specialized knowledge of the planning field and elevated responsibilities compared with the Planner I. The Planner II is expected to possess an in-depth knowledge within one or more planning specialties such as economic development, geographic information systems, historic preservation, comprehensive planning, or environmental planning.

SPECIFIC DUTIES AND RESPONSIBILITIES

Interprets and applies applicable local codes, ordinances and regulations.

Receives, reviews, prepares and processes various forms and documents to include rezoning, variances, special exceptions, petitions, demographic data, architectural designs, site plans and subdivision plats, staff reports, etc.

Reviews complex planning studies, development applications and reviews consultant proposals. Assist other City Departments to conduct research and prepare reports for community development related matters, and participates in neighborhood planning efforts with the public. Informs or advises other City employees, the City Council and members of the community about interpretation of the Zoning Ordinance provisions and the City's comprehensive plan.

Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans. Serves as joint liaison with the Senior Planner and performs all necessary functions in support of Planning Commission, Board of Zoning Appeals, the Design Review Board, and the Historic Architecture Review Board. Assists in written and verbal reports to City Council and external agencies as required.

Performs long-range comprehensive planning work.

Receives inquiries and provides advice to development community and general public.

Manage land use data and generate reports/maps using geographic information systems (GIS) software. Attends public meetings and meetings with other professionals to advance mutual knowledge of planning principles, practices, and ethics.

Attend conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas. Performs other directly related duties consistent with the role and function of the job description.

MINIMUM TRAINING AND EXPERIENCE

The Planner II position requires a two (2) year master's degree or four (4) year bachelor's degree in planning or related field and any combination of experience and training, which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work. AICP Certification is preferred. Starting Salary is \$45,000. Pay depends on experience.

You may apply online at: <https://www.governmentjobs.com/careers/spartanburgsc>

An Equal Opportunity Employer

Deadline: 12/17/2020



CITY OF SPARTANBURG

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