

CAREER OPPORTUNITY

Community Development / Planning Planner I / Planner

The Planner 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. Under occasional supervision, performs planning duties which include, but are not limited to, process and prepare reports on growth management requests such as rezoning, variances, special exceptions, and various other applications generated by the public. In addition, assist with the preparation of the City Comprehensive Plan and related studies, monitoring progress of the plans, statistical analysis, and long range problem solving and other duties related to development activities in the City.

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.

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 and the Design Review Board. Assists in written and verbal reports 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.

MINIMUM TRAINING AND EXPERIENCE

The Planner position requires a Bachelor's Degree in Planning, Landscape Architecture, Urban Design, or related field; two years of experience; or any combination of experience and training, which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Must possess a valid S.C. driver's license. 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. Starting Salary is \$39,732. Pay depends on experience.

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

An Equal Opportunity Employer
Deadline: Until filled



CITY OF SPARTANBURG

P.O. Drawer 1749 • South Carolina 29304-1749 • (864) 596-2062

