



County of Greenville

Job Description

Job Title: Principal Planner

Pay Band: L

FLSA Status: Exempt

Date: January 2019

Position Summary

Under direction from the Zoning Administrator this position processes rezoning applications (prepares reports, case graphics, and other information as needed); reviews site plans and building permits for compliance with County regulations; performs research related to specific properties and their history; and provides assistance to the public on land use questions. Consequence of error may be high, so ability to interpret information quickly and accurately is important. As a principle planner, the employee is expected to conduct themselves in a manner that engenders trust from their manager, the department, and elected/appointed officials. Principle Planners are also expected to see the consequences of actions within the department, on other departments and agencies, and in the greater community, and bring forward solutions to a wide variety of issues before and as they appear. Occasionally leads staff work projects and may assist with the administration and supervision of employees and interns.

Essential Functions *(These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provides a high level of customer service at all times; projects and maintains a positive image on behalf of Greenville County when dealing with a wide range of customers, from elected officials to the public. Exercises sound service techniques such as listening, asking pertinent questions, communicating effectively and problem solving. Must be able to anticipate positive and negative outcomes of personal and departmental actions and address solutions.

Leads and designs a variety of related meetings, including the type, amount, and style of information presented, to reach the intended audience appropriately and professionally. Shall have the confidence of managers to handle these types of meetings without supervision, if necessary.

Knowledgeably represents the department to the public, County and municipal officials, commissions and boards, planning stakeholders, staff members and County personnel, and other agencies in a variety of settings, sometimes controversial, in community planning related areas as required.

May coordinate activities and work assignments of staff employees and interns; provide instruction and positive example in related areas; review work for accuracy and completeness; ensure that standards and regulations are met.

Provides instruction and assistance to staff members, other departments/agencies, and elected/appointed officials as needed in related matters.

Works and acts as an exemplary team player in all interactions with other county agencies and divisions. Pro-actively brings agencies and divisions together to meet identified goals, objectives, and implementation strategies.

Works to ensure that safe work methods are followed to prevent injuries.

Provides responsible staff assistance to the Director of Planning; prepares and presents staff reports and other necessary correspondence.

Be a Subject Matter Expert in the County Zoning Ordinance, Land Development Regulations, Planning Enabling Act and Comprehensive Plan and their application as they relate to the execution of duties as well as in the development of policies, procedures, ordinances and planning initiatives.

Perform related duties and responsibilities as required.

Night meetings are likely.

Required Knowledge, Skills and Abilities

Understands that the consequence of error may be high; acts accordingly.

Meets deadlines consistently and has superior time management skills; serves as a positive example to others in the department; helps others meet deadlines on occasion.

Ability to see the large picture and anticipate outcomes, both positive and negative. Proactively works to avoid negative outcomes, whether through direct actions or suggested and implemented changes to policy and/or regulations.

In depth knowledge of zoning laws, planning concepts, and local governmental planning initiatives.

In-depth knowledge of development in the County, surrounding cities, and sub-areas and their influences on one another.

Principles and practices of meeting facilitation.

Principles of team development and management; provides a positive example of collaboration and cooperation.

In-depth knowledge of pertinent Federal, State and local laws, codes and regulations.

Attention to detail.

Ability to:

Interpret and explain County policies and procedures in a manner appropriate to the audience.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both in writing and orally. Develop clear presentations for a variety of audiences that can explain planning concepts.

Facilitate public meetings, make compelling public presentations on a wide variety of planning topics, sometimes in contentious situations.

Operate automated office machines.

Specific Duties

Identify and respond to community, Planning Commission, Administration and County Council issues, concerns and needs.

Develop and administer division goals, objectives and procedures in concert with Comprehensive Plan and Departmental goals and objectives.

Analyze planning initiatives, requirements and policies and make recommendations for needed revisions to the Comprehensive Plan, Land Development Regulations and Zoning Ordinance.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.

Job Specifications

A Master's degree in city and regional planning and 5 years' experience in urban, regional or community planning work; or a Bachelor's degree in planning or a related field and any equivalent combination of training and 7 years' experience.

Certificates and Licenses:

American Institute of Certified Planners (AICP) designation is preferred.

Possession of a valid South Carolina Driver's license, issued by the Department of Motor Vehicles

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk in neighborhoods and in the office; reach with arms and hands; use hands to operate, finger, handle or feel objects, tools or controls.

Hand-eye coordination is necessary to operate computer and various pieces of office equipment.

The employee must occasionally lift and/or move up to 20 pounds such as office files, binders and small office equipment. Specific vision abilities required for this job include close vision and the ability to focus. Adequate vision to operate a motor vehicle and office equipment; adequate hearing to converse on telephone and in person.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment; contact with other staff, the public, elected officials and outside agencies.

This position is considered indoors in a normal office environment with little exposure to noise, dust, fumes, vibrations and temperatures at least (75%) of the time. Field work required and is subject to extreme summer and winter temperature and requires working in all climate variations at least 25% of the time.

This job description does not constitute an employment agreement between the County and employee and is subject to change by the County as its needs and requirements of the job change.

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