

**Horry County**  
**Human Resources Department**  
**Risk Management**  
1301 Second Avenue  
Conway, SC 29526



Post Office Box 997  
Conway, SC 29528-0296  
Phone: (843) 915-5230  
Fax: (843) 915-6230  
horrycounty.org

## **Job Vacancy**

**Position: Planning Director**  
**Salary Range: DOQ**  
**Type: Full Time**  
**Classification: GA10**

**Department: PLANNING & CODE ENFORCEMENT**  
**Posting Date: April 30, 2021**  
**Closing Date: May 31, 2021**

Horry County, the home of Myrtle Beach, is located along the South Carolina coast and is part of the second fastest growing metropolitan statistical area in the nation. This provides a unique challenge for our community. Its warm climate, infamous and historical beaches and rivers, with urban and rural settings have something to offer everyone and make it a charming place to live. With over 350,000 residents, the County is expected to grow by more than 250,000 people by the year 2040. Horry County is seeking a Planning Director to guide our growth and lead a dedicated team of planning and code enforcement staff. As employees of Horry County, we believe we live and work in one of the best locations on the east coast. Enjoy the southern hospitality, low cost of living, 90 golf courses, 60 miles of pristine beaches, incredible restaurants, numerous water sports, various sporting activities and premier shopping the Myrtle Beach area has to offer. Why not live where most people love to vacation!

### **General Job Description**

Under limited supervision, is responsible for the management and administration of all sections of the Horry County Planning Department, including planning, zoning, street naming and addressing. Planning Director also manages and oversees the Code Enforcement Department to ensure the seamless provision of services and clear direction for the two departments. Develops and monitors the departmental budgets. Supervises, plans and directs the activities of professional and clerical personnel in order to ensure the proper implementation of department objectives and procedures; reviews work of subordinates for completeness and accuracy. Must understand construction principles, processes and terminology. Reports to the Assistant County Administrator for Infrastructure and Regulation.

### **Duties of Position**

#### **ABBREVIATED LIST OF ESSENTIAL JOB FUNCTIONS**

- Supervises the operation of the Planning Department; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions and discipline; and recommending discharge and salary increases.
- Manages the Code Enforcement Department through the Director of Code Enforcement. Ensures coordination between both departments to provide the highest level of service for our customers.
- Integrates and unifies all processes and systems in both departments to eliminate redundancies and facilitate consistency in quality and accuracy in all services provided.
- Trains staff in both the Code Enforcement Department and the Planning Department in the operations of the other department so that the customer receives seamless service and so that personnel can be readily shifted between departments to efficiently respond to increases in demand for services and fully utilize all allocated resources.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

- Ensures all Planning, Zoning, and Code Enforcement related items before associated boards, Planning Commission, and County Council are fully vetted, well prepared, and professionally presented with all questions answered as may be appropriate.
- Advises the Assistant County Administrator on a variety of related topics.
- Conducts research and consults with various government officials regarding economic, social and physical factors affecting growth in the County. Studies the impact of various private and public planning projects on the County.
- Coordinates the Departments' interaction and assistance with other County departments, governmental and private agencies, the Planning Commission and the public.
- Prepares and manages the annual budget for the Planning and Code Enforcement Departments. Reviews and approves requisitions.
- Responds to inquiries and directives from the Assistant County Administrator and County Council regarding special projects and programs.
- Prepares comprehensive reports and presentations of planning project activities and recommendations.
- Directs the preparation and maintenance of the Comprehensive Plan for the development of the County.
- Receives, reviews, prepares and/or submits various records and reports including weekly reports, budget requests, job applications, performance appraisals, project status reports, district plans, subdivision plans, flow charts, special studies, demographics, fee schedule studies, comparative analyses, organization chart, memos, correspondence, budget, etc.
- Operates a variety of equipment such as a computer, GIS software, copier, drafting instruments, telephone, calculator, etc.
- Interacts and communicates with various groups and individuals such as the County Administrator, County Council, Planning Commission, Zoning Board of Appeals, subordinates, County department heads and employees, attorneys, engineers, consultants, utility companies and the general public.

#### **ADDITIONAL DUTIES**

- Advises public and private groups in developing new concepts, plans, projects and programs.
- Represents the Planning Commission and the Departments in public presentations to explain County projects, functions, and processes.
- Attends meetings, seminars and conferences as appropriate.
- Performs related duties as required.

### **Position Minimum Requirements**

Requires a Master's Degree in city and regional planning, or other related field of with at least 15 years of experience, most of which have been in a managerial position, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.