



ENVIRONMENTAL AND LAND USE PLANNER

SUMMARY OF DUTIES

The City of Folly Beach is accepting applications for the position of Environmental and Land Use Planner. This position performs professional planning and project coordination for the City, with an emphasis on coastal and environmental issues, as well as technical zoning duties. Technical duties relate to the day to day administration of the Zoning Ordinance and staffing of the Planning Commission, Design Review Board, and Board of Zoning Appeals. Planning work will focus on securing funding for, and implementation of, adaptation, hazard mitigation, resilience, and sustainability related goals and objectives. This is a senior level position which requires considerable independent action, initiative, and judgment.

ESSENTIAL WORK AREAS

Zoning Administration: Administer and enforce the Zoning Ordinance: Investigate alleged violations of the Ordinance and advise landowners/applicants of necessary corrective measures; advise the public on zoning requirements such as setbacks, lot coverage, height, parking, and allowable use; develop recommendations regarding zoning and map amendments, zoning permit fee structures, zoning forms, annexations, special exception and variance requests, and other applications; testify as necessary at public and judicial hearings; maintain and interpret the zoning map; and review permits and new development for compliance.

Conduct technical plan reviews, subdivision reviews, and site inspections.

Serve as staff liaison and make necessary reports to the Planning Commission, Design Review Board, and Board of Zoning Appeals. Attend City Council meetings. Evening meetings are required.

Environmental Planning: Develop and evaluate long range plans and programs with an emphasis on sustainability and resilience (e.g. City of Folly Beach Sea Level Rise Adaptation Report, City of Folly Beach Marsh Management Plan, Folly Beach Dune Management Plan, Folly Beach Local Comprehensive Beach Management Plan, Folly Beach Comprehensive Plan)

Draft and propose ordinances, initiatives, policies, and procedures to implement shoreline planning, coastal management, hazard resilience, sea level rise adaptation, and critical infrastructure planning activities identified by long range planning documents.

Identify and secure funding for long term capital projects and other activities including through grant research, writing, and administration (e.g. South Carolina PARD, LWCF, Charleston County TST and CTC funds, FEMA BRIC/Hazard Mitigation)

Provide technical assistance to City staff in implementing future oriented environmental best practices across departments for day to day operations.

Communicate to elected officials, the public, and City staff the importance of identified goals through education, outreach, and demonstration projects (flood and erosion control, rain gardens, living shorelines, marsh and dune restoration, water quality, septic management)

Serve as liaison to outside committees, task forces, and governmental agencies such as FEMA, DNR, and DHEC for long term planning and multijurisdictional projects. (e.g. Project Impact/Charleston County Hazard Mitigation, Charleston Area Transportation Study MPO, Southeast Sustainability Directors Network, BOEM South Carolina Intergovernmental Task Force, Rethink Folly Road Staff Committee, Southeast & Caribbean Climate Community of Practice).

Use technology to analyze, visualize, and provide access to data and other information in areas such as land use, zoning, sea level rise, flooding, and hazard vulnerability.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices and techniques of urban planning and coastal and environmental planning is required. Applicant must have knowledge of SC State laws and codes, professional certification in planning, environmental science, climate resilience, or other related field and experience with ArcGIS. Applicant must be able to analyze complex data, maintain effective working relationships and communicate to Council and Staff the importance of identified goals.

EDUCATION

Education requirement includes a Master's Degree in Urban/Environmental planning, Coastal Management, or a closely related field. Applicant must have 5 years of responsible experience consistent with the knowledge, skill and abilities described above.

Salary and Benefits

The annual salary for this position is between \$55k and \$65K, depending on experience. The City provides 11 paid holidays per year, vacation and sick leave, SC PEBA insurance and retirement, and qualifying tuition reimbursement in a field that is job related.

Applications may be completed and submitted at <https://www.cityoffollybeach.com/city-departments-services/human-resources/employment-opportunities/>. Email inquiries may be directed to Kathryn Battey, kbattey@follybeach.gov. This position will be posted until filled.