



**CITY OF MYRTLE BEACH**  
invites applications for the position of:

## **PLANNER**

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**SALARY:** Depends on Qualifications  
**DEPARTMENT:** Planning and Zoning Department  
**OPENING DATE:** 02/20/20  
**CLOSING DATE:** 03/01/20 05:00 PM

### **JOB ANNOUNCEMENT:**

#### **Why work for the City of Myrtle Beach?**

The reason we exist is to serve our residents and tourists. By combining our unique talents to ensure the preservation of the natural beauty of our area, we are committed to building and sustaining a safe community where economic development and neighborhood enrichment can flourish while creating an unparalleled experience for all.

#### **How we accomplish our mission:**

Leveraging the diversity of our workforce to continually think and do things differently, the City of Myrtle Beach invests in the development of our employees by providing them with a working environment that serves to enhance their personal happiness and elevate their professional goals allowing them to create connections and innovations that can address some of the challenges our organizations faces.

#### **Are you one of us?**

As employees of the City of Myrtle Beach, we believe we live and work in one of the *greatest cities* on the East Coast for family, friends and leisure! With over 100 top quality golf courses, the coast's largest "Sky Wheel", incredible views, food, sports, shopping and the beach - we live where others vacation! In fact, there will be an estimated 20,000,000 people annually coming to vacation in Myrtle Beach within the next year!

**If you are the type of person who values making a significant contribution to an organization leading the state of South Carolina by exercising human potential to make a direct, external impact in your community, we want to meet you!**

### **JOB DESCRIPTION:**

#### **CITY OF MYRTLE BEACH, SOUTH CAROLINA** CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:**

**PLANNER**

#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to implement and enforce zoning codes and development standards for the City.

#### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Reads and interpret maps, plats, and legal documents.

Performs routine studies, researches problems, initiates problem resolution and makes staff recommendations regarding zoning codes and development standards.

Reviews Planning Commission applications for completeness and conformance with applicable requirements.

Maintains a comprehensive, current knowledge of applicable data, regulations, trends and advances in planning.

Drafts, prepares and presents ordinances and comprehensive plans regarding land use, demographics, economic development, tourism, natural resources, parks and recreation, historic preservation, community appearance, resiliency, art, community facilities, housing, neighborhoods, transportation, priority investment, zoning, annexation, street names, encroachments, and subdivisions to staff, public, committees, and City Council.

Provides information and technical assistance to citizens, property owners, land developers, contractors, architects, staff members, or other individuals/agencies regarding planning/zoning issues, application procedures, and related issues.

Responds to routine questions, meets with applicants and prospective applicants to discuss details of their proposals and provide guidance regarding project conformance with zoning and subdivision standards.

Apprises other departments of approved changes to the zoning code, zoning map, and property lines.

Communicates with supervisor, City officials and employees, state and federal agencies, appraisers, realtors, developers, builders, surveyors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Attends meetings as needed.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Planning or related field; supplemented by five (5) years of experience in municipal planning, zoning administration, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid South Carolina driver's license.

#### **COMPETENCIES**

##### **Core Competencies**

These competencies are identified by City of Myrtle Beach leadership and must be demonstrated by all employees across the organization.

- **Self-Development** - Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain
- **Ethics and Values** - Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
- **Public Service** - Demonstrates the competency of public servant by serving the needs of our community and going the extra mile to ensure our residents are taken care; shows attention to small details

- **Approachability** - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower - getting informal and incomplete information in time to do something about it

### **Job Specific Competencies**

These competencies are specific to the essential functions of this job

- **Creativity** - Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and valuable in brainstorming settings
- **Informing** - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information
- **Political Savvy** - Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate policies as a necessary part of organizational life and works to adjust to that
- **Presentation Skills** - Is effective in a variety of formal presentation settings; one-on-one or in small and large groups, with peers, direct reports and bosses; is effective both inside and outside the organization on both data-related and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working
- **Strategic Agility** - Sees ahead clearly; can anticipate future consequences and trends accurately; has knowledge and perspective; is future focused; can accurately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans

## **SUPPLEMENTAL INFORMATION:**

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Myrtle Beach, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofmyrtlebeach.com>

937 Broadway  
Myrtle Beach, SC 29577  
843-918-1114  
843-918-1114

[HRCareers@cityofmyrtlebeach.com](mailto:HRCareers@cityofmyrtlebeach.com)

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Position #00443

PLANNER

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