



# CITY OF NEWBERRY

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## S O U T H C A R O L I N A

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### HUMAN RESOURCES DEPARTMENT

#### **Planning & Development Services Director – City of Newberry** **Planning and Development Service Department**

##### **General Overview:**

The Planning and Development Services Director performs professional administrative work managing, planning and directing all activities, and operations of the department to include Building, Zoning, Planning, and Flood Plain Management to include both residential and commercial properties. Acts as the City’s primary building official. Work involves enforcing City codes and ordinances and preparing and maintaining departmental budget and expenditures. Reports to the City Manager.

##### **Job Functions:**

- Provides advice and counsel in areas of code and zone enforcement which includes counseling contractors concerning licensing for work and code interpretation, citizens regarding zoning regulations to property, advising legal representatives to procedures for appeals, advising developers, responding to citizen complaints, etc.
- Acts as liaison for pre-construction meetings with engineers, architects, contractors, developers, and business owners to resolve problems or questions with the review plan process and/or giving updates on the status of projects.
- Coordinates and enforces property maintenance and derelict building inspections, investigation, summons issuance, and prosecution of code enforcement violations.
- Enforces City codes and ordinances for building code, zoning codes, planning and subdivision regulations to include inspections of building, electrical, plumbing, mechanical, and gas installations and repairs; plans reviews, and approves zoning review, interpretations, and administration.

##### **Minimum Requirements:**

- Bachelor’s degree in Engineering or Architecture, or relevant field, supplemented by 6-9 years of experience in inspection or closely related field, or an equivalent combination of experience and education.

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**“City of Friendly Folks”**

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[www.cityofnewberry.com](http://www.cityofnewberry.com)      [www.visitnewberrysc.com](http://www.visitnewberrysc.com)

- Must be certified as a Master Code Professional or Certified Building Official and other required certifications as deemed necessary by the City.
- Must have a SC Driver's License. As a Department Head, a residency requirement of living within Newberry city limits is required.

The salary to commensurate with credentials, education, experience, and achievements.

Applications may be mailed to: City of Newberry, Attn: HR, P.O. Box 538, Newberry, SC 29108, emailed to [hr@cityofnewberry.com](mailto:hr@cityofnewberry.com) or faxed to 803-321-3659. Applications may be obtained on the City's webpage at <https://www.cityofnewberry.com/careers> or by contacting Human Resources at 803-321-1000. Applicants may request an **application in-person at City Hall 1330 College Street, Newberry, SC 29018 between 8:30 a.m. and 5:00 p.m. Monday – Friday.**

**The City of Newberry is an *Equal Opportunity Employer*** ~ *This organization is inclusive and diverse and encourages all people meeting the required qualifications to apply.*

*The City of Newberry is a vibrant, growing, municipality! We invest in our employees and encourage them to grow and develop in their positions and grow careers with the City. If you want a long-term opportunity within an exciting organization, this position may be for you.*