



Senior Planner Planning

PL/2

JOB SUMMARY

This position is responsible for performing advanced professional planning duties.

MAJOR DUTIES

- Performs advanced professional work related to variety of planning assignments
- Manages complex planning studies, development applications, and reviews consultant proposals
- Reviews and processes complex comprehensive plan amendments, rezonings, annexations, site plans, plats, and text amendments relating to development ordinances
- Conducts research and prepares statistical reports on land use, physical, social, and economic issues
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Presents reports and other findings to staff, planning, zoning, and historic review boards and commissions, and elected officials and serves as liaison
- Attends substantial number of evening meetings
- Assists in training new employees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of community planning.
- Knowledge of the land development process.
- Knowledge of computers and job-related software programs.
- Knowledge of town codes, zoning regulations, and subdivision ordinances.
- Knowledge of relevant federal and state laws, town ordinances, and department policies and procedures.

- Skill in preparing clear and precise reports.
- Skill in researching, interpreting, and applying codes and ordinances.
- Skill in reading plans, maps, charts, and surveys.
- Skill in interpreting architectural plans.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include South Carolina State Statutes, and town codes, zoning ordinances, subdivision regulations, and policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied planning duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to regulate land use and assist in planning for future growth. Success in this position contributes to the positive growth and development of the town.

CONTACTS

- Contacts are typically with coworkers, other town employees, engineers, surveyors, architects, attorneys, elected and appointed officials, developers, public safety professionals, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field, such as Urban Planning, Real Estate Development, Landscape Architecture, or Urban Design with four years of professional planning experience.
- American Institute of Certified Planners (AICP) Certification is preferred.
- Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.