



**POSITION OPEN**

**PLANNING DEPARTMENT  
PLANNING DIRECTOR**

**Job Posting Date: April 21, 2021**

The City of Conway is accepting applications for the position of Planning Director. This position performs professional work organizing and directing the planning, zoning, and GIS activities of the City. Responsibilities include supervision of department staff, development and administration of department budget, and coordination of a variety of activities related to growth, long range planning, development and redevelopment within the City. Works with developers, engineers, and architects to ensure that development meets city objectives and regulations. Articulates city policies to the public. Advises and supervises staff in evaluating development applications. Attends City Council and development review meetings including, but not limited to, Planning Commission, Zoning Board of Appeals and Community Appearance Board. Oversees grants, coordinates with other planning agencies, and enforces the City's Unified Development Ordinance. Reports to the City Administrator.

The successful candidate for this position must have the ability to evaluate potential development by providing guidance and suggestions for achieving City development objectives. Coordinate with other departments regarding potential developments; identify obstacles to appropriate development and help determine ways to overcome them; interpret city development regulations and policies for staff, elected officials, boards, and commissions and the public; implement and enforce the regulations of the City's Unified Development Ordinance. Candidate must possess a thorough knowledge of the advanced principles and practices of urban planning and a thorough knowledge of current economics, municipal finance and sociology as it applies to planning. Knowledge of principles and practices of civil engineering as it relates to planning and subdivision design; general knowledge of the principles and practices of zoning code enforcement. This position integrates with the general-public on a regular basis, placing a high priority on exceptional customer service.

Minimum Training and Experience: Bachelor's Degree in Urban Planning, Regional Planning, Public Administration, or related field; six (6) years of related work experience; or any equivalent combination of education and training. A driver's license valid in the State of South Carolina is required for this position.

Entry- level pay for this position is \$77,628.00.

Interested persons should submit an application to Lynn S. Smith, Human Resources Director at PO Box 1075 Conway, SC 29528. Applications may be downloaded from the City's website [www.cityofconway.com](http://www.cityofconway.com) or obtained from the SC Department of Employment Workforce Center at 200A Victory Lane Conway, SC

This position will remain open until filled.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE  
ACTION EMPLOYER**

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[www.cityofconway.com](http://www.cityofconway.com)