



CITY OF GREENVILLE (SC)
invites applications for the position of:

PRINCIPAL DEVELOPMENT PLANNER - 621

SALARY: \$63,520.00 - \$98,460.00 Annually
OPENING DATE: 06/14/21
CLOSING DATE: 06/25/21 11:59 PM

BRIEF DESCRIPTION:

Job Summary

Under limited direction and in compliance with technical, administrative, regulatory, and professional standards and guidelines, supervises, assigns, reviews and assists in the work of professional and technical staff responsible for the review and creation of land use studies, land development ordinances, and development project applications. Manages assigned long-range or current planning functions. Long-range planning includes managing the development and implementation of the city's Comprehensive Plan to advance the vision and values for the City's built environment. Oversees the creation and administration of sub-area plans, master plans, including corridor plans, for the community. Manages the coordination with city staff and leadership, regional jurisdictions, community agencies, community organizations, and expert consultants. Current planning includes the administration of the land development process and the interpretation and enforcement of the City's land management ordinances. Provides project management for current planning efforts, to include comprehensive and area plan development. Acts as project manager for technical and complex cases; ensures work quality and adherence to established policies, procedures and timelines and performs the more technical and complex tasks relative to assigned area of responsibility. Manages public outreach and engagement to ensure that planning activities and policies are informed, inclusive and consistent with stated goals and outcomes. Provides staff support to various boards and commissions. Monitors measurable data (metrics) and indicators to be used in analysis and updates of plans and policies. Prepares reports and presentations to the Planning Commission, City Council, and the community through effective written, visual, and oral communication. Recommends actions for land management ordinance updates and provides staff supervision to planning staff. Attends meetings that extend beyond the normal work schedule.

JOB DUTIES:

Essential Functions

• Manage Assigned Long-Range or Current Planning Functions:

Long-Range Planning: Manage the City's comprehensive plan and related planning projects, facilitates the adoption of a new comprehensive plan every ten years and prepare regular updates to City Council. Manage project tasks to include the establishment of a framework and forum for public and staff engagement, public information, and then conduct and facilitate meetings. Manage the collection and analysis of data through surveys, mapping, scenario modeling, impact studies, forecasting, and other methods that aid decision-makers. Prepare and present comprehensive and analytical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings. Provide direction for subsequent plans and studies to ensure consistency with the goals identified in the adopted comprehensive plan. Monitor and update adopted plans on a regular basis.

Current Planning: Ensure compliance with the Land Management Ordinance. Manage and execute the review process for permits (building, site, sign, temporary use, accessory use, conditional use, special exception, variance, and land development). Administer the review of certificates of occupancy requests, certificates of compliance, and certificates of

appropriateness. Provide interpretations of ordinance requirements. Respond to Freedom of Information Act (FOIA) requests, as requested. Provide recommendations for complex code and ordinance changes. Evaluate, recommend or execute zoning map amendments, text amendments, final development plans, subdivisions, addressing, certificates-of-appropriateness, certificates of compliance, certificates-of-conformity and preservation overlay districts. Review and recommend outcome for appeals. Provide zoning verification letters. 40%

• **Evaluate Land Use Policies and Strategic Initiatives:** In conjunction with the Comprehensive Plan, evaluate and conceptualize sub-area plans, master plans and corridor plans, implement long-range plans and tool recommendations from the Comprehensive Plan. Recommend studies, text amendments to municipal code and recommend other policy initiatives to division administrators, the Planning Administrator and the Department Director for review and consideration. Coordinate with the Planning Administrator in the development and implementation of new methods, procedures, and programs. Manage project components to include, but not be limited to project conceptualization, creation of land use plans, master plans, corridor plans, design guidelines, creation of requests for qualifications (RFQ) and requests for proposal (RFP), consultant scope and deliverables, marketing, education, and public relations. Maintain communication and collaboration with all City departments and regional jurisdictions in order to achieve more effective plans and outcomes. 25%

• **Support Planning Commission, Design Review Boards, and Board of Zoning Appeals:** Review and approve application submittals, public notices, agendas, and staff reports that are prepared for the boards; attend pre-application meetings, neighborhood meetings, informal design review meetings, and public hearings as needed; collaborate with City Attorney and City Clerk offices to draft ordinances and resolutions; and follow up with related conditions of approval, development permits, and other requirements. 20%

• **Supervise Staff:** Supervise assigned development planning and zoning staff, to include the establishment of performance expectation and standards; the assignment and prioritization of work; allocation of staff, preparation and conduction of performance evaluations; oversight of staff continuing education requirements, coach, mentor, and counsel employees; ensure staff compliance with departmental and city policies and procedures; and maintain a safe work environment. In coordination with the Planning Administrator, the Planning and Development Services Director, and Human Resources, review and update job descriptions, participate in the hiring and selection of staff for open positions, and ensure the timely documentation and discipline of employees consistent with Human Resources policies. 10%

• **Develop and Maintain a Public Information and Education Program:** Work with the Planning Administrator to provide access to useful information and materials about the land development regulations, procedures, and resources for public consumption and education purposes. Meet with various community stakeholders, professional organizations, neighborhood associations, and other groups for the enrichment and development of a better informed and engaged citizenry. 5%

Perform other duties as assigned.

QUALIFICATIONS:

Job Requirements

- Bachelor's degree in planning, design, public administration, or a related field.
- Over four years of experience in planning, design, development review, public administration, and/or a related field.
- Must maintain continuing professional development requirements for Local Planning or Zoning Officials per SC Code 6-29-1310.

Preferred Qualifications

- Master's degree in a related field.
- American Institute of Certified Planners certification highly preferred.

Driver's License Requirements

- Valid South Carolina Class D Driver's License.

Performance Requirements

Knowledge of:

- Planning, land use and zoning principles and best practices.
- Planning theory, law, and history.
- Pertinent federal, state, and local regulations and laws affecting planning, development, subdivisions, and zoning, including State of South Carolina Enabling Legislation
- Planning specializations, such as affordable housing, zoning, historic preservation, and economic development
- Current development trends
- Methods and techniques of development project analysis and review and processing
- Principles of supervision, training and performance evaluation
- Research methods and statistical principles related to urban growth and development
- Methods and techniques of effective technical report preparation and presentation
- Citizen engagement techniques and processes

Ability to:

- Evaluate proposed development projects and determine compliance with city policies, objectives, and ordinances.
- Communicate with a variety of audiences.
- Explain technical information clearly in reports and presentations.
- Analyze and compile technical and statistical information.
- Respond effectively to difficult and sensitive public inquiries.
- Provide high quality customer service.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.
- Deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.
- Write policies, speeches, formal presentations, and/or technical and legal documents and correspondence.
- Use phone, fax, copier, calculator, and camera. Desktop computer, printer, scanner, Microsoft Office Suite, permit tracking system, GIS software, Photoshop, Sketchup and InDesign.

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Working Conditions

Primary Work Location: Office environment.

Environmental/Health and Safety Factors: Relatively free from unpleasant environmental conditions or hazards.

Physical Demands: Constantly requires hearing, visions, talking, fine dexterity, and sitting. Frequently requires reaching and twisting. Occasionally requires handling, pushing/pulling, bending, standing, and walking. Light strength demands include exerting up to 20 pounds occasionally.

Mental Demands: Constantly requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Frequently requires tedious or exacting work and working irregular schedule/overtime. Occasionally requires performing work in a noisy/distracting environment.

Americans with Disabilities Act Compliance

The City of Greenville is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://jobs.greenville.gov>

Position #00576
PRINCIPAL DEVELOPMENT PLANNER - 621
HA

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