



Job Title:	Community Planner	Wage Class:	Exempt
Department:	Building & Planning Department	Travel Required:	N/A
Position Control #:		Position Type:	Full-Time

Position Overview:

Under general direction and supervision of the Building & Planning Director, this position works independently to implement the City's development standards, including zoning, subdivision, land development, and other regulations. This position will work independently performing a variety of technical tasks including; plat and plan reviews, ordinance writing, interpreting and enforcing state laws and City codes, and performing research for projects and applications. This position assists the public with planning, zoning and development concerns and inquiries; provides fieldwork for data collection; assists in flood outreach efforts by maintaining the FIRM's (Flood Insurance Rate Map) and coordinating FEMA's CRS (Community Rating System); and provides staff support to the Planning Commission (PC) and Board of Zoning Appeals (BZA), and assistance with staff reports and presentations for the Community Appearance Board (CAB) and Architectural Review Board (ARB). This position assists with the processes, reviews, and approval and denial of various permits. Evaluates codes and ordinances and conducts inspections to access damages and floodplain requirements. Ensures the City is in legal compliance with all residential and non-residential Unified Development Order (UDO) codes, as well as with federal, state, and other local laws.

Position Details:

COMMUNITY PLANNER ESSENTIAL JOB FUNCTIONS AND EXPECTATIONS:

- Processes and conducts review of requests for subdivision and land development plans, UDO text amendments, Zoning Map amendments, special permits, variances, special exceptions, and other proposals. Identifies known impacts, conclusions, and recommendations. Prepares and presents findings for the PC and BZA, and City Council when necessary.
- Writes, or assists in writing, a variety of ordinances and regulations, including updates to the Unified Development Ordinance (UDO), Zoning Map, as well as the Comprehensive Plan (5-year and 10-year rewrites).
- Identifies community problems, issues, and opportunities within the city, and presents solutions through better community planning.
- Assists in developing long-range plans for community and development issues.
- Assists with special studies and projects, as assigned.
- Prepares, reviews, and updates department forms, reports, and applications, as necessary.
- Performs data entry of permits and fees. Maintains file records in both the city's permitting system and the city's files.
- Assigns and maintains addresses for properties in the city.
- Aides the Zoning Administrator, including processing of permits, inspections, code compliance, and attending CAB and ARB, as necessary.
- Creates custom zoning maps and presentations, as requested.
- Reviews building plans and other permits for code compliance.
- Manages, edits, and creates, as well as assists users with, GIS database files for planning. Ensures parcels and addresses are accurately maintained and updates the city's website in conjunction with IT.
- Conduct inspections to ensure compliance with special permits, board orders, and zoning permits. Perform essential duties regarding enforcement proceedings, including testifying in court.

- Maintain records of City-approved surveys and aerial photos.
- Generates geospatial maps, flood letters, zoning letters, annexation documents, and maps using GIS.
- Acts as, or could assist with, the FEMA CRS Coordinator for the city as well as a liaison for the census. Updates local addresses, housing and building stock, LUCA, etc.
- Represents the city in all legal matters and assists other departments, as necessary.
- Effectively communicates with various internal and external groups and individuals.
- Attends city meetings, seminars, webinars, conferences and TRC (Technical Review Committee) meetings, as required or necessary.
- Refers to the Code of Ordinances and provides information for FOIA requests.
- Interprets municipal land-use codes and by-laws as well as coordinates the enforcement efforts and the promotion of zoning information.
- Assists with clerical duties as needed.
- Performs other duties as directed.

KNOWLEDGE/SKILLS:

- Knowledge of planning principles and practices.
- Knowledge of South Carolina planning laws and procedures, or the ability to learn.
- Knowledge and experience in such specializations such as planning, zoning, land use, urban design, housing, or economic development.
- Knowledge of ArcGIS.
- Knowledge of principles, methodology, and practices of research and data collection.
- Ability to review plans and apply provisions to the ordinance and codes to determine compliance with such regulations, and to apply regulations to field conditions.
- Excellent oral and written communication, and interpersonal skills to present findings to various boards and committees.
- Ability to work on several projects/issues simultaneously.
- Ability to work independently or in a team environment.
- Ability to attend to details while keeping big-picture goals in mind.
- Effective written and verbal communication skills.
- Creative problem-solving skills.

QUALIFICATIONS AND REQUIREMENTS:

- A Bachelor's degree in Planning, Geography, Environmental Science, Engineering, or a closely related field. Master's degree preferred.
- A minimum of three (3) years of experience in planning, zoning, geography, environmental studies, or another job-related field, or an equivalent combination of education, training, and experience.
- AICP certification preferred, or the ability to obtain and maintain post hire as directed.
- Flood Plain Manager Certifications preferred, or the ability to obtain and maintain post hire as required or directed.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and GIS with the ability to learn other software such as BS&A, Forerunner, etc.
- Valid South Carolina Driver's License.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

Must be able to lift, reach, bend, exert force or move objects weighing up to 30 pounds. May require outside fieldwork, sitting, standing, or walking for an extended period of time. Operate office equipment such as: computers, copiers, scanners, phones, fax machines, calculators, postage machines, folder/sealer/label machines, etc. Utilize a level and tape measure. Adapt in a stressful work environment and in emergency situations.

Last Updated By:	Jennifer Boyer, Director of Building & Planning	Month/Year:	September 2026
Reviewed By:		Date:	
Approved By:		Date:	

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the City of Georgetown is at-will. The job description provides a general summary of the position in which I am employed. I understand that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of the City of Georgetown, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____