



The Town of Sullivan's Island is accepting applications for the position of **Town Planner/Zoning Administrator**. This full-time position is responsible for providing land use planning services to citizens, and business owners to ensure the Island is developed in accordance with the Town's Zoning Ordinance, Comprehensive Plan and other Town codes. Minimum qualifications include bachelor's degree in public administration, planning or engineering supplemented by five years of progressively responsible experience in municipal, county or regional planning, zoning administration and code enforcement; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Applicant must possess and maintain a valid South Carolina driver's license. Preference will be given to applicants with a master's degree in urban planning or public administration and those certified by the American Institute of Certified Planners (AICP), or who will be able to obtain certification in a short period of time. Salary based on qualifications. Position will be posted until filled.

To review the full job description visit www.sullivanisland.sc.gov or email Pam Otto/Human Resources at potto@sullivanisland.sc.gov.



Town of Sullivan's Island, South Carolina

TOWN PLANNER/ ZONING ADMINISTRATOR

DEPARTMENT: Building Department
SUPERVISOR: Town Administrator

FLSA: Exempt

DESCRIPTION:

This is a full-time permanent position responsible for providing land use planning services to citizens, business owners and developers to ensure the Island is developed in accordance with the Town's Zoning Ordinance, Comprehensive Plan and other Town codes.

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Serves as principal staff for monthly planning and zoning Board & Commission meetings: Planning Commission, Design Review Board, Tree Commission and Board of Zoning Appeals. Prepares staff reports and presentations for Boards, Commissions and Town Council as needed.
2. Attendance at Town Council meetings required.
3. Reviewing and approving Board and Commission applications, building and zoning permits, business license applications, subdivision plats and development plans.
4. Interprets and enforces provisions of applicable federal, state, and local laws, standards, policies and procedures related to planning and zoning; provides information and technical assistance concerning code requirements to the public and to boards and Town management; discusses problem areas with property owners, residents, and contractors; makes safety suggestions and recommends solutions to problems; responds to questions or complaints concerning zoning codes or code violations; conducts research associated with zoning code enforcement activities as needed.
5. Researches and maintains current knowledge of state legislation and current case law pertaining to zoning issues; makes recommendations on changes or revisions to Zoning Ordinance; prepares and presents amendments to Zoning Ordinance.
6. Communicates with department heads, Town officials, residents, property owners, businesses, developers, the public, and other individuals as needed to coordinate work activities, review status of projects and applications, exchange information, or resolve conflicts.

7. Serve as the Town's zoning enforcement officer responding to complaints of violations, investigating possible infractions and issuing municipal citations if necessary; interviewing witnesses and gathering information for the Town's prosecuting attorney; prepares and collects data and evidence for court proceedings pertaining to zoning; testifies for in court regarding zoning matters and code violations;
8. Reviews business license applications for compliance with zoning codes; consults code violators to resolve problems and correct code deficiencies. This includes updating applications, forms, reports, regular correspondence, code violation reports, compliance analysis or other documents.
9. Develops and implements administrative procedures to provide greater accountability and better service to the public.
10. Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
11. Facilitates seminars and presentations for public; prepares and presents educational materials regarding code requirements and enforcement for the community.
12. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; schedules workload for inspectors.
13. Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; conducts and documents Board and Commission training sessions to satisfy annual requirements of the Municipal Association of South Carolina (MASC).
14. Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
15. Operates a personal computer, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
16. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, planning, or engineering; supplemented by five (5) years of progressively responsible experience in city, county or regional planning, zoning administration and code enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid South Carolina driver's license. Preference will be given to applicants with a master's degree in urban planning or public administration and those certified by the American Institute of Certified Planners (AICP), or who will be able to obtain certification in a short period of time.

Additional qualifications sought: Demonstrated ability to craft zoning and planning related ordinances, ready for legal review; grant writing experience; experience with historic review boards and preservation programs.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL & MENTAL REQUIREMENTS:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching,

and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature and weather extremes, traffic hazards, or violence.

LOW MEDIUM HIGH

Salary range:

The Town of Sullivan’s Island, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.