



# Job Vacancy

## City Planner Building & Zoning Department

**Job Description:** Under limited supervision manages planning and development projects, performs professional technical planning tasks, which includes research analysis, preparing plans, reports, studies, and presentation of data, oversees the preparation and implementation of the City's land use plans, presenting amendments to the Comprehensive Plan and City Code, and providing city planning services to citizens, business owners, and developers to ensure the City is developed in accordance with the City's Zoning Ordinance, Subdivision Regulations, Comprehensive Plan, and other City codes.

### **ESSENTIAL JOB FUNCTIONS:**

- Interprets, administers, implements, and enforces the City's Comprehensive Plan, the Future Land Use Map, Zoning Ordinance, International Property Maintenance Code, and Subdivision Regulations.
- Serves as the City's zoning enforcement officer responding to complaints of violations, investigating possible infractions, and issuing municipal citations if necessary. Prepares and collects data and evidence for court proceedings pertaining to zoning and testifies in court regarding zoning matters and code violations.
- Conduct technical reviews of development proposals and independently reviews and analyzes proposals for consistency with all applicable adopted plans, codes, and standards.
- Identifies any issues and utilizes independent judgement to make recommendations regarding approval and potential resolutions.
- Serves as principal staff for monthly planning and zoning Board and Commission meetings.
- Prepares staff reports, agenda packets, and presentations for Boards, Commission, and City Council as needed, and answers questions at public meetings.
- Maintains permanent records on all zoning map, text amendments, special exceptions, and variances.
- Reviews and approves Board and Commission applications, zoning permits, subdivision plats, and development plans.
- Provide information and technical assistance concerning code requirements to the public, boards, and City management, and responds to questions or complaints concerning zoning codes or code violations, conducts research associated with zoning code enforcement activities as needed.
- Assists in the re-write and preparations of amendments and updates to the elements of the Comprehensive Plan, Zoning Ordinance, and Subdivision Regulations.
- Reviews annexation requests and provide required notices to County departments and State agencies after annexation.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Knowledge of the methods, procedures, and policies of the Department as they pertain to the performance of duties of the City Planner.
- Knowledge of land use law, municipal planning principles and practices, subdivision procedures, associated engineering principles, and municipal government organization and practices.
- Knowledge of the functions and interrelationships of County and other governmental agencies.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.

- Knowledge of field inspection methods and acceptable practices to perform thorough and accurate inspections to determine zoning and code compliance.
- Knowledge of proper English usage, punctuation, spelling, and grammar.
- Knowledge of modern office practices and technology; has skill in the use of computers equipment and various software packages, including but not limited to Word, Excel, PowerPoint, Access, and ArcInfo.
- Knowledge of the terminology and various professional languages used within the department.
- Skill in communicating, both verbally and in writing.
- Skill in resolving customer complaints and concerns.
- Skill in completing assignments timely, accurately, and with attention to detail.
- Ability to serve elected officials, the public, and fellow employees with honesty and integrity.
- Ability to exercise sound judgement in making critical decisions.
- Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- Ability to review development plans and construction drawings to execute job responsibilities.
- Ability to work in extreme weather conditions of heat and cold.
- Ability to meet and deal with the public in an effective and courteous manner.
- Ability to offer assistance to co-workers and employees of other departments as required.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.
- Ability to operate a measuring wheel and architect and engineering scale.
- Ability to read, interpret, and understand complex technical materials, report, and journals pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Ability to establish and maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.

**Desirable Education and Experience:**

Bachelor’s degree in planning, public administration, architecture, engineering or related field, supplemented by one (1) year of experience in planning, zoning, land use, land development, and/or code enforcement, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must possess a valid State Driver’s License.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.

**Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical**

Grade	Salary Range
215	\$24.46 to \$30.58