



Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: **Planner / Senior Planner**

Department: Planning & Zoning

Pay Grade: 120 (Planner) and 121 (Senior Planner) - DOQ

FLSA Status: Exempt

JOB SUMMARY

Performs a variety of professional and technical duties related to current land use development and/or zoning compliance and enforcement as well as long-range land use planning. Reviews the issuance of building and zoning permits, proposed plats, site plans, rezoning and variance requests among other land use related issues to ensure compliance with all applicable county, state and/or federal regulations. Must be able to deal courteously and effectively with fellow employees, public officials, customers, and other stakeholder audiences.

ESSENTIAL JOB FUNCTIONS:

- Prepares technical reports, contemplating land use suitability, compatibility, adequacy of transportation, public facilities, and utilities through coordination with applicable County departments and agencies.
- Assists in the implementation of the County's comprehensive plan as well as provides technical assistance toward statutorily-mandated 10-year updates and 5-year reviews.
- Administers the County's *Zoning and Development Standards* and *Land Development and Subdivision Regulations* ordinances and provide technical support for any ordinance amendments.
- Assists in the preparation of materials for the County's Board of Zoning Appeals, Planning Commission, and County Council meetings/hearings.
- Works closely with the County departments as well as other applicable local, state, and regional agencies in the review of site/subdivision plat/plat submittals, permit applications, development of maps, technical reports/documents, and processes.
- Provides technical review of subdivision and single-site development plans as well as plats.
- Collects and analyzes statistical and spatial data to inform policy strategies and long-range planning initiatives.
- Reviews applications for and, upon demonstrated compliance, issues applicable authorizations.

Planner

- Effectively communicates to a variety of stakeholder audiences the applicable standards, submittal requirements, and processes.
- Is highly organized and capable of managing multiple projects and assignments in a fast-paced environment.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

PLANNER

- Bachelor's degree in a related field;
- Two (2) years of related planning experience (or an equivalent combination of education and experience).
- American Institute of Certified Planners (AICP) certification preferred; and
- Must have and maintain a valid South Carolina's driver license with a safe driving record.

SENIOR PLANNER

- Bachelor's degree in a related field; Master's Degree preferred;
- Four (4) years of related planning experience;
- American Institute of Certified Planners (AICP) certification required; and
- Must have and maintain a valid South Carolina's driver license with a safe driving record.

Special Requirements:

- Departmental testing may be administered during interview;
- A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

Knowledge, Skills and Abilities:

- Knowledge of Word and Excel.
- Ability to use small office equipment, computers and highly technical computer applications.
- Knowledge of and experience in ArcMap and related applications, proficiency preferred.
- Ability to stay organized and detail oriented and multi-task.

PHYSICAL DEMANDS:

This position requires the employee to sit and use hands to handle, finger or operate objects, tools or controls; reach with hands and arms; climb or balance; use mental acuity and repetitive motion; and walk, talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK CONDITIONS:

The work is regularly performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities and needs. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening Board of Zoning Appeals, Planning Commission and/or County Council meetings. requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during special events or emergency situations.

Berkeley County upholds federal, state, and local laws that protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, veteran status, marital status, or any other non-merit based factors protected by federal, state, or local law.

The County has the right to revise this position description at any time, and thus does not represent in any way a contract of employment. All employees of Berkeley County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

I _____, acknowledge that I have received a copy of this job description and that I have read and understand what is written in this job description.

Employee Signature

Date

Supervisor (or HR) Signature

Date