General Definition of Work

The City of Beaufort, a scenic historic coastal city in between Savannah and Charleston, is seeking a Planner III to help shape the built form of the city. The position will assist in administering a Form-Based Code, which won Smart Growth America’s Driehaus Award for Form Based Codes. Responsible for advanced level professional work in urban planning. Provides technical support and assistance to the Director in the development and implementation of the Comprehensive Plan and the City’s advanced and current planning programs with related research and analysis. Review and process land use and development applications and proposals, as well as variance cases. Prepare and present cases to city boards, commissions, and committees including but not limited to Metropolitan Commission and Zoning Board of Appeals. Reports to the Community and Economic Development Director.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Prepares and updates as needed the Comprehensive Plan and other planning studies, including but not limited to neighborhood and district plans and sustainability plans; serve as project manager for major activities and special project related to city long-range and sustainability planning efforts.
- Coordinates with other divisions and departments, as well as other governmental entities, organizations, and stakeholders’ groups on planning projects as needed.
- Processes and analyzes requests/proposals for zoning text amendments, zoning map amendments, land development, subdivision plats and regulation amendments, and provides and present recommendations on the same as they relate to the City’s long-range planning goals and objectives, projects, and the comprehensive plan.
- Summarizes information from maps, graphs, reports, field studies, etc.; prepares statistical reports, tabulations, computations, graph, and charts to illustrate long-range planning studies, census information, and special projects.
- Research planning topics, local ordinances, and state statutes.
- Performs spatial analyses using GIS.
- Develops and revises applicable city codes, policies, procedures, and projects as assigned.
- Prepares packet materials for related city boards and commissions and City Council, including memos, reports, maps, and other information as needed.
- Attends Planning Commission and Zoning Boards of Appeals meetings and, as needed, Historical and Architectural Sites Commission and City Council meetings, as directed by the Director. Attends other Board and Commission meetings as requested.
- Coordinate’s engagement and participation of the public and various stakeholder and neighborhood groups for planning projects.
- Makes presentations to various governmental bodies and citizens committees and groups.

Revised February 2023
• Assists the Department of Public Works and the Economic Development Division on the City’s Capital Improvements Plan.
• Prepares City Council legislations, such as ordinances and resolutions, related to planning and development matters.
• Coordinates long-range planning efforts with City departments, along with other planning entities within the City and County.
• Responds to inquiries from and interact with members of the development community and the public regarding planning and zoning policies and regulations.
• Assists in transportation planning and economic and community development activities as needed.
• Performs other related duties as assigned.

Knowledge of Job

• Must possess or obtain within sixty (60) days of employment a valid SC driver license.
• Thorough knowledge of Federal and State laws, statutes and ordinances governing planning, zoning building and subdivision development.
• Thorough knowledge of the principles, practices and techniques of planning and development, zoning, urban design, and sustainability to include related local resources.
• Skills in Geographic Information Systems (GIS) software programs highly preferred.
• Skills with landscape architecture, forestry, desirable.
• Skills in various research techniques and designing/drawing plans, sections, elevations, and perspectives.
• Skills in interpreting and explaining ordinances and specific criteria, to include legal descriptions of land.
• Skills in preparing and presenting written and oral reports and documents, to include operating various professional equipment.
• Skills in MS Word, Outlook, Excel, and PowerPoint; Skills in using graphic design, desktop publishing, database, preferred.
• Ability to research and collect data and perform accurate calculations, to perform sound, analytical analyses, and to make well-reasoned recommendations.
• Time and multi-project management; high level of customer service; collaborative and effective working relationships with others; and strong work ethics.

Education, Experience and Special Certifications

Bachelor’s degree in Urban Planning, Landscape Architecture or related field and a minimum of four (4) years of progressive related experience preferred. Appropriate combination of related education and work experience may be considered; or bachelor’s degree in urban planning, urban design, landscape architecture, public administration, geography, community development, sustainability, or related field and a minimum of four (4) years of progressive related experience.

American Institute of Certified Planners (AICP) certification preferred, or the ability to acquire certification within one (1) year of employment.

Revised February 2023