

# City of Isle of Palms, SC

## Short-Term Rental Coordinator

### Job Opening



The City of Isle of Palms is accepting applications for the full-time position of Short-Term Rental Coordinator. Under the general supervision of the Director of the Building Department. This position is responsible for communicating, problem solving, and coordinating activities related to short-term rental approval, compliance, and enforcement. The position interfaces with the public, livability and code enforcement officers, general government, and third-party short-term rental administrators, as well as various departments that are involved in these processes.

#### **ESSENTIAL JOB FUNCTIONS:**

- Maintain current working knowledge of state and local laws related to land use, licensing and short-term rentals;
- Identify, accept, verify compliant addressing, and maintain a list of local residences that are approved and licensed short-term rental residences;
- Maintain records of short-term rental license issued and ongoing status, keep management fully apprised of status;
- Coordinate receipt of short-term rental applications, review, approval, and compliance; Coordinate enforcement efforts of non-compliant properties;
- Review and verify reported local and state accommodations tax payments;
- Monitor short-term rental advertising for compliance with approved occupancy;

#### **Minimum Requirements:**

- Bachelor's degree in planning, urban studies public administration or related field and at least 3 years of experience;
- Or equivalent combination of education and experience; and
- Valid SC Driver's License

#### **Compensation:**

Salary Range: \$41,919-\$53,447

Salary placement is dependent upon experience, qualifications, and adherence to pay equity.

#### **Benefits:**

- 100% paid health insurance for employee
- 50% premium coverage for spouse/dependent(s)
- Pension-you contribute 9%, City contributes 17.56%
- 12 Paid holidays
- 2 weeks vacation accrual to start
- 12 sick days annually
- Tuition Reimbursement

**How to Apply:**

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://cognitofrms.com) and submit an online application, resume, and cover letter by April 5, 2023.

**Job Description:** [short-term rental coordinator.pdf \(iop.net\)](#)

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