



## **VACANT POSITION**

Planning Technician  
Planning Department

**Job Purpose:** To service the general public in the Planning Department's permit process including front counter transaction on planning and zoning inquiries. Provides administrative support to department staff. Receives, prepares, reviews and distributes various documents to include maps, census reports, city/county ordinances, requests for rezoning, etc. Assists in answering public inquiries relating to planning, zoning, floodplain, temporary uses and sign requirements.

**Minimum Qualifications:** Associate's degree in Planning or related field with 1 year work related experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. GIS knowledge preferred, but not required. Must be self-directed, have exceptional communication skills and the ability to effectively communicate at various levels, and function in a Team Environment.

Deadline to Apply: **Open until filled**

Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or

mail resume with cover letter along with application to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in **E-Verify**. **E-Verify** allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. **E-Verify** is operated by the Department of Homeland Security in partnership with the Social Security Administration.

This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.