

City of Sumter



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 inquires relating to planning, zoning, floodplain, temporary uses and sign requirements.

Minimum Qualifications: Associate 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**

Mail or drop off resume with cover letter and application from www.sumtersc.gov

to:

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