

# City of Sumter



## **JOB ANNOUNCEMENT** **Senior Planner** **City-County Planning Department**

**Job Purpose** Under general supervision of the Planning Director, this position will assist in all aspects of the department's mission including, but not limited to:

- Commercial Development Review – (Major/Minor Site Plans, Highway Corridor Design Review, Land Disturbance Permits)
- Subdivision Plat Review – (Major/Minor Subdivisions)
- Research and Analysis of Rezoning, Ordinance Text Amendment, Variance, Special Exception, Annexation, & Certificate of Appropriateness Requests
- Staff Support and Presentations to the Planning Commission, Board of Zoning Appeals, and City Historic Preservation Design Review Committee
- Technical Support to Internal & External Customers on Planning & Zoning Issues
- Provides Planning Department Front Counter Customer Support on Regular "Planner of the Day" Rotation
- Zoning Compliance Review of Building Permits, Mobile Home Certifications, & Business License Requests
- Assistance and Support for Long Range Planning Initiatives - (Zoning & Development Standards Updates, Comprehensive Plan Updates, Small Area & Neighborhood Planning Initiatives, Transportation Planning Initiatives)

**Minimum Qualifications, Skills, and Abilities** Bachelor's degree in Planning or related field along with three-five years of demonstrated local government land use experience or equivalent. A Master's degree in Planning or related field and at least ten years of experience with demonstrated local government land use planning project management is preferred. Must be customer service oriented, possess excellent written and verbal communication skills, ability to think critically, problem solve, and offer alternative viewpoints and opinions where appropriate. Must be detail oriented, while recognizing the bigger picture contexts. The hiring range is \$40,000-\$60,000, depending on qualifications.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

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