



CITY OF *Sumter*  
SOUTH CAROLINA

**VACANT POSITION**

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 years of demonstrated local government land use experience or equivalent. A Master's degree in Planning or related field and more than five years of demonstrated local government land use experience or equivalent 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**

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.