



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Zoning Inspector
Planning Department

Job Purpose: Under general supervision, will proactively manage the enforcement agenda for such zoning issues as illegal uses, signs, temporary uses, site plan and subdivision conformance, and stormwater management. Work involves investigating potential violations, carrying out appropriate enforcement responses, educating businesses and the public on zoning code enforcement matters, reviewing property records, business records, plans as required to document and correct violations, presenting violations in a civil court setting. Must possess the ability to effectively analyze situations, write clearly, and think critically. Must have the temperament to handle complex and confrontational situations with patience, tact, diplomacy, and courtesy. Must be customer service oriented and possess the ability to resolve problems. Must have a working knowledge and understanding of zoning requirements and enforcement processes.

Minimum Qualifications: Associates degree with a background in Planning, Law Enforcement, Public Administration or related field and at least two years of experience in a position with a high degree of positive, results-oriented public interaction. Must be able to communicate effectively in difficult situations and have the ability to de-escalate confrontational encounters. Must possess a valid South Carolina driver's license.

Deadline to Apply: ***Open until filled***
Apply online at 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.