



## **VACANT POSITION**

Planning Technician  
Planning Department

**Job Purpose:** To service the general public in the Planning Department's processes and front-counter assistance related to planning and zoning inquiries.

- Answers public inquiries related to all planning matters, included but not limited to zoning, floodplain, temporary uses and sign requirements.
- Provides administrative and clerical support to Planning Department staff.
- Responsibilities include processing permits, receiving, preparing, reviewing and distributing various documents such as maps, census reports, city/county ordinances, rezoning requests, etc.
- Utilizes GIS software to support all map and zoning activities.
- Assists in tracking and filing various Planning Department requests.
- Assists in preparing routine correspondence, reports, and notices.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to work with limited supervision. Excellent oral and written communication skills. Ability to maintain confidentiality and exercise sound judgement. Must have the temperament to handle complex and confrontation situations with patience, tact, diplomacy, and courtesy. Must be customer service orientated and possess the ability to resolve problems. Must have strong organizational skills and attention to detail. Must be able to multi-task and meet deadlines. Proficient in Word, Excel, and PowerPoint and ability to learn department-specific software. Ability to work with the public.

**Minimum Qualifications:** Associate's degree in Planning or related field with one year work related experience; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities. Valid SC driver's license or ID.

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

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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 in the job description.