



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
Development Coordinator
Engineering

Job Purpose: To coordinate and support development activity within the City by assisting with the planning, review, and administration of development projects. This position helps guide projects through the Engineering and Planning permitting and development review process and ensures compliance with the City unified development ordinances, codes, and regulations.

- Serves as a point of contact for developers, engineers, architects, contractors, property owners, and City staff regarding development projects.
- Assists with planning and coordinating the permitting process for development projects within the City and explains permitting requirements to applicants.
- Reviews current and proposed development applications and plans for consistency with submission requirements outlined in the Unified Development Ordinance.
- Reviews current and proposed development applications and submissions to ensure minimum Engineering submission requirements are met.
- Coordinates and organizes suggested updates to the Engineering section of the Unified Development Ordinance and related development regulations as needed.
- Coordinates and participates in meetings with private developers, engineers, architects, contractors, citizens, and City staff regarding development and land use regulations. Responsible for meeting minutes documentation and distribution.
- Maintains project files and documentation required to move development projects through the review and permitting process.
- Ensures all required documentation and payments are received prior to the development moving to the next step in the process and educates developers on when and how payments should be made.
- Assists City departments during the permitting and construction process to help ensure coordination and timely project completion.
- Participates in site plan and subdivision review processes as needed.
- Coordinates development-related processes with other departments including Planning, Engineering, Public Works, and other City divisions.
- Creates and manages documents required to assist the engineering and planning permitting process.
- Maintains subdivision maintenance guarantee or performance guarantee logs.
- Schedules two-year inspections prior to maintenance guarantee expirations.
- Provides service and assistance to internal and external customers.
- Provides exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities:

- Ability to establish good working relationships with contractors, developers, subcontractors, other agencies, personnel, the City Council, and the general public.
- Ability to communicate effectively both verbally and in writing.
- Working knowledge of computer mapping, AutoCAD, and/or GIS experience preferred but not required.
- Ability to read and interpret construction plans, plats, and legal documents preferred but not required.

Minimum Qualifications: Bachelor's degree in Business or a related field and two to five years of professional experience, preferably in development related work. Knowledge of public administration is preferred but not required. An equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities will also be considered. Valid SC 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