



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).

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 be customer service oriented, ability to think critically, problem solve, and offer alternative viewpoints and opinions where appropriate. Must be detail oriented, while recognizing the bigger picture contexts. 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, 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. The hiring range is \$40,000-\$60,000, depending on qualifications.

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