



## **VACANT POSITION**

### **Zoning Inspector Planning Department**

**Job Purpose:** To manage the enforcement of the City/County's zoning ordinances by identifying potential violations, conducting investigations, ensuring compliance, and taking appropriate enforcement actions.

- Proactively manages the enforcement agenda for zoning related issues, including illegal land uses, signs, temporary uses, site plan and subdivision conformance, and stormwater management compliance.
- Interprets and enforces zoning ordinances, answering questions and providing zoning information to the public.
- Investigates signage and zoning violations and issues citations where such violations exist; follows-up on violations until the situation has been properly remedied.
- Conducts on-site inspections for code compliance.
- Issues tickets, attends court hearings, and testifies concerning land use violations
- Reviews property records, business records, site plans, subdivision plans, permits, and other related documents to identify and correct violations.
- Enforces all zoning violations, prepares zoning notices, and maintains documentation.
- Checks building permits for zoning compliance and provides information on setbacks, elevations, landscaping and buffer yard requirements as needed.
- Prepare notices, reports, correspondence, and enforcement documentation related to zoning violations.
- Carry out appropriate enforcement responses in accordance with City/County ordinances and applicable laws.
- Educate property owners, businesses, contractors, and the public regarding zoning regulations, compliance requirements, and enforcement procedures.
- Work cooperatively with other departments, agencies, and officials to resolve zoning and land-use issues.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to communicate effectively verbally and in writing. Ability to gain working knowledge of the City/County zoning ordinances. Must possess the ability to analyze situations and think critically. Must have the temperament to handle complex and confrontational situations with patience, tact, diplomacy, and courtesy. Ability to work with the public and present information in a court setting. Must have the ability to learn and use the GIS based data collection tools and applications.

**Minimum Qualifications:** Associate's degree in planning, public administration, or related field and at least 2 - 3 years working experience in a position with a high degree of positive, results driven public interaction; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

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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