

Planner I

Job Details

Job Location: Rock Hill, SC
Position Type: Full-Time
Education Level: 4 Year Degree
Salary Range: \$27.21 - \$33.29 Hourly
Job Category: Planning & Development

Description

General Description:

The purpose of this job within the organization is to review proposed land development projects for compliance with zoning regulations and to advance historic preservation interests for the community. This job works independently, under limited supervision, reporting major activities through periodic meetings.

Minimum Education and Experience Requirements:

Requires a bachelor's degree in City/Regional Planning, Urban Design, Historic Preservation, or a related field, and one year experience in land use planning or historic preservation, preferably in a local government setting. The equivalent combination of education and related work experience may be considered.

Special Certifications and Licenses:

Valid Driver's License. AICP certification encouraged at point eligibility requirements are met.

Desirable Knowledge, Skill and Abilities:

- Knowledge of zoning and historic preservation principles, practices, and laws.
- Ability to understand, apply, and interpret City ordinances, policies, and procedures, particularly those related to development standards.
- Ability to analyze the potential effects of proposed land development projects and applicable City standards on schools, traffic, community aesthetics, natural resources, neighborhoods, and the like.
- Ability to prepare and present technical reports and recommendations in oral, written, and graphic form; ability to express ideas clearly and concisely, orally and in writing.
- Ability to utilize GIS software applications and produce maps and statistical data.
- Ability to remain calm and diplomatic in difficult situations.
- Ability to exercise independent judgment, discretion, and initiative in completing assignments.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills.
- Work is performed onsite. The incumbent must be present at work to perform the essential functions of this job.
- Ability to attend meetings in the evenings approximately twice a month.

Essential Job Functions:

1. Reviews plans for compliance with zoning regulations, primarily focusing on the review of residential, accessory structure, and sign plans.
2. Provides zoning and development assistance to property owners, developers, design professionals, and others. Explains the City's zoning standards and helps parties develop solutions to site challenges.
3. Takes development plans or requests forward to the Zoning Board of Appeals and Planning Commission for consideration. Writes staff reports, creates GIS maps, and makes oral presentations to the Boards.

4. Advances historic preservation interests in the community. Maintains City's Certified Local Government status and works on special projects in historic preservation.
5. Serves as liaison to Board of Historic Review. Writes staff reports, makes maps, and makes oral presentations to the Board. Ensures that **proper public notice** is given of the meetings and that they are run according to state law.
6. Attends training classes about customer service, zoning regulations, historic preservation, computer software, and other topics as needed to learn new standards, processes, and systems. Maintains continuing education credits as required by state law or as needed for optional certifications.
7. Performs all other duties as required to meet organizational needs.

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. The City of Rock Hill is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, political affiliation, disability, national origin, genetic information, sex (including pregnancy, childbirth, or related medical condition), or age.