



### ***POSITION SUMMARY***

The purpose of this position is to oversee the daily operations of the Planning & Zoning staff and to serve as the lead point of contact for administration, council, and developers.

This position works under general supervision, independently developing work methods and sequences.

### ***SPECIFIC DUTIES AND RESPONSIBILITIES***

- Manages the development and implementation of the City's Zoning Ordinance, the Comprehensive Plan, and other codes and ordinances.
- Provides staff support to various boards and commissions.
- Manages technical and complex cases; ensures work quality and adherence to established policies, procedures, and timelines.
- Prepares reports and presentations to the Planning Commission, City Council, and the community through effective written, visual, and oral communication. Ensures timely preparation and completion of accurate staff work for presentation to boards and commissions.
- Manages public outreach and engagement to ensure that planning activities and policies are informed, inclusive, and consistent with stated goals and outcomes.
- Establishes requirements for planned development districts to promote quality projects and development.
- Meets with and discusses potential development projects with developers. Helps in addressing questions from applicants about ordinance standards and development review processes.
- Manages the zoning aspects of feasibility studies for prospective businesses. Works with other staff to determine land use classifications for unique businesses. Helps determine what site improvements must be made when changes of use, renovations, or expansions that trigger compliance with current zoning standards.
- Provides input into and coordinates with City Attorney's office on legal issues relating to zoning, land use, and development issues.
- Identifies areas where development review and other administrative processes and policy changes are needed within the Department, recommends improvements, and guides staff to make the associated changes.
- Assists with the budget process for the department and manages the expenditures of the planning team.

### ***Additional Duties:***

- Performs general administrative/office duties as required, including typing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, sending and receiving faxes, answering the telephone, etc.
- Continually stays up to date on all policy, procedure, and/or process changes.
- Completes all work accurately, safely, and efficiently.
- Keeps work area clean and safe.
- Maintains any assigned equipment in safe and good operating condition.
- Reports to Supervisor any suggested improvements or areas of concern.
- Ensures professionalism and exceptional customer service during all interactions while performing job representing the City of Simpsonville.

- Exhibits strong ethical standards; ability to create trust and integrity with co-workers, customers, and community.
- Performs other appropriate duties as assigned.

***EDUCATION, SKILLS, AND EXPERIENCE - REQUIRED***

- Requires Bachelor's degree in planning or related field
- Five (5) years of professional planning experience; or any equivalent combination of education, training, and experience.
- Must have American Institute of Certified Planners (AICP) certification.
- Skills:
  - Communication
  - Decision Making
  - Prioritization
  - Delegation
  - Interpersonal
  - Problem Solving
  - Teamwork/Collaboration
  - Supervisory/leadership
  - Motivating Teams
  - Flexibility
  - Ethics and confidentiality
  - Customer Service
  - Strategic Thinker

***EDUCATION, SKILLS, AND EXPERIENCE – PREFERRED***

- Master's degree and supervisory experience

*Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*