



CITY OF INMAN, SOUTH CAROLINA JOB DESCRIPTION ZONING ADMINISTRATOR

City of Inman

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. The Inman Mills renovation project is complete, with 159 apartments.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district.

The city holds several events throughout the year, including the annual Harvest Day that draws thousands of people from across the region.

Spartanburg District 1 schools serves the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website, www.CityofInman.org.

City Governance and Staff

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2021.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is \$4.55 million. General fund operations comprise \$2.22 million of the total budget, with the wastewater treatment enterprise fund totaling \$1.79 million. Several special revenue funds make up the remainder.

Purpose of Classification:

The purpose of this classification is to enforce zoning ordinances and related codes and to serve as the staff liaison to the Planning Commission, and City Council.

This classification reports to the City Administrator.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Administers the City's zoning and development ordinances; interprets, enforces and explains City zoning and development ordinances; reviews site plans and other documents for zoning and code compliance; and provides technical analyses and information and recommendations to correct non-compliance regarding zoning, land use, subdivision regulations, business licensees, building permits and related ordinances and issues.

Advises and serves as liaison to City Administrator, City Council, Planning Commission and others regarding zoning, development and related issues; reviews and analyzes the City's ordinances; makes recommendations to revise, update and/or modify ordinances; identifies impacts of proposed ordinance changes and of applicable local, state and federal regulations; and makes presentations to the City Council, boards, and other officials.

Advises developers, contractors, land owners and the general public regarding zoning ordinances and related laws and requirements; interprets codes; conducts public meetings to discuss zoning issues; meets with developers in the office and at development sites to discuss zoning issues, proposals, compliance issues, etc.; and makes recommendations to assist in resolving conflicts between developers and the City. Could also be asked to engage with the following entities: Spartanburg County, SC DOT, and any organizations connected to land development or ownership.

Reviews building permit applications, annexations, variance applications, and other inquiries; compiles data; verifies land uses; identifies compliance issues; recommends approval or corrective action as appropriate; prepares related reports and correspondence; coordinates meetings; issues building permits and/or licenses as applicable; prepares and maintains financial

records and reports; and makes related recommendations.

Researches state and local zoning information: analyzes current and historical data for proper use of properties; prepares zoning analysis and other zoning related documents; researches and drafts amendments to zoning ordinances and development codes; interprets and revises zoning, development and subdivision ordinances; and submits recommendations for changes and revisions to appropriate City personnel.

Prepares staff reports and resolutions for consideration for Planning Commission and City Council: provides technical assistance, including preparing meeting agendas, reviewing applications, gathering and communicating information, attending meetings, and ensuring compliance with open records rules and regulations; offers testimony at meetings of same; and makes presentations and responds to questions concerning zoning legislation or map changes.

Keeps official zoning map for review and discussion; updates Geographic Information System (GIS) database for zoning maps and future land use map after approval of amendments by appropriate governing body.

Performs customer service duties for permitting, issues permits and takes payments; receives and responds to questions via telephone, email and in person; provides information and answers questions; and resolves problems and complaints.

Additional Functions:

Must have completed or be able to complete with in first 90 days of employment the Municipal Association of South Carolina (MASC) required online training program for Zoning and Planning officials.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of zoning and codes enforcement.

Performs other related duties as required.

Desired Minimum Qualifications:

- (A) Bachelor's degree in land-use planning, urban planning, public administration, or a closely related field; and
- (B) Two (2) years experience in zoning enforcement; or
- (C) Any equivalent combination of education and experience.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license. May be required to obtain and maintain certifications related to zoning and code enforcement., plan review, etc., as deemed necessary.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Position Hours: 20 Hours a week, Typically 10-12 in office, remainder in the field

Pay Info: \$20 per hour

How to apply:

Applications can be found online at www.cityofinman.org/employment.php

Deadline:

Open Until Filled

City of Inman is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.