

Senior Planner

City of Anderson
Full time

Position hours

M-F 8:30 am-5:00 pm

Job duties

Description

Performs professional and technical work in current and long-range programs related to the development and implementation of land use and zoning plans and policies, capital improvements, infrastructure development and other City projects and programs; and to perform related work as assigned. The position works within a general outline of work to be performed and develops work methods and sequences under general supervision. The Zoning Administrator position reports directly to this position.

Develops and/or assists in the development and implementation of growth management, land use, zoning, infrastructure and other plans to meet the City's needs.

Prepares and presents project information and staff recommendations to supervisor, committees, boards, commissions and other such groups as required. Provides significant assistance, support and reporting to the Planning Commission, Board of Zoning Appeals, and Board of Architectural Review is required.

Confers with and advises engineers, developers, architects, surveyors, property owners and citizens .

Evaluates land use proposals, development designs, subdivision plans, etc., for compliance with City, county, state and federal laws, regulations, codes and ordinances; evaluates the impact of development proposals and makes recommendations.

Performs site plan reviews for proposed development projects and conducts on-site compliance inspections prior to the issuance of Certificates of Occupancy.

Processes land use applications; coordinates process with applicants, technical consultants and other agencies; performs site evaluations for proposed land usage.

Qualifications

Qualification 1 of 3required

Requires Bachelor's degree or education and training equivalent to four years of college education in urban or regional planning or a closely related field. Master's degree in City and Regional Planning/Urban Planning is preferred.

Must possess a valid state driver's license.

American Institute of Certified Planners certification is desirable.

Requires over two years experience in local government planning or related experience in the private sector.

Excellent communication (verbal and written) and interpersonal skills with ability to develop strong professional working relationships across all levels of the organization and with the public.
Ability to speak compound sentences using normal grammar and word form.
Ability to plan effectively, set priorities, make sound decisions, and to manage/complete multi-faceted projects in conjunction with normal activity.
Superior organizational skills, strong quality orientation, and high attention to detail.
Computer proficiency and technical aptitude with the ability to use Microsoft Word, Excel, and Outlook and custom applications.
Strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

Pay info

\$61,727 DUQ

Excellent Non State Benefits

How to apply

City of Anderson

401 S Main Street

Anderson SC 29624

<https://www.cityofandersonsc.com/careers/>

Deadline

7/30/2021