

Orangeburg County

Title: Planner

Planning Dept



It's a great day in...

**ORANGEBURG
COUNTY**

We are here to serve you!

Class Code: **FT** **PT**
 Exempt **Non-Exempt**

General Description

Performs a variety of professional and technical duties related to current land use development and/or zoning compliance and enforcement as well as long-range land use planning. Reviews the issuance of building and zoning permits, proposed plats, site plans, rezoning and variance requests among other land use related issues to ensure compliance with all applicable county, state and/or federal regulations.

Duties and Responsibilities

- Administers the County's Zoning Ordinance and Land Development Regulations and provides technical support for ordinance amendments.
- Assists in the implementation of the County's Comprehensive Plan as well as provides technical assistance toward 10-year updates and 5-year reviews.
- Approves zoning permits as required by County ordinance.
- Provides technical assistance to the Board of Zoning Appeals on all matters and prepares necessary reports as required by the Board.
- Serves as agent to the Board of Zoning Appeals for all public hearing matters.
- Provides technical assistance to the County Planning Commission and coordinates the preparation of all necessary reports as required by the Commission, initiates amendments to the zoning ordinance as necessary.
- Works closely with other County departments as well as other applicable local, state, and regional agencies in the review of site/subdivision and plat submittals, permit applications, development of maps, technical reports/documents, and processes.
- Reviews applications for and, upon demonstrated compliance, issues applicable authorizations.
- Investigates and initiates necessary corrective measures as required with regards to zoning violation complaints.
- Effectively communicates and responds to zoning questions, submittal requirements, standards, and processes.
- Is highly organized and capable of managing multiple projects and assignments in a fast-paced environment.
- Performs other duties and related work as instructed and assigned.

Supervisory Responsibilities:


This job has limited supervisory responsibilities.

Minimum Education and Experience Requirements:

Bachelor's degree (B. A.) in a related field from four-year College or university; and two to four years related experience and/or training, or any equivalent combination of experience and training

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that provides the required knowledge, skills, and abilities.

Proficiency in Microsoft Office Suite experience is required. Successful candidates must be capable of reading and interpreting legal documents. The individual selected will have the ability to apply common sense understanding, judgment, and the capacity to make sound and reasonable decisions. Familiarity with local government and local ordinances a plus.

Reading Ability, Mathematical and Language Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or operate objects, tools or controls; reach with hands and arms; climb or balance; use mental acuity and repetitive motion; and walk, talk and hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Unavoidable Hazards (Work Environment):

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The work is regularly performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 8:30 A.M. until 5:00 P.M. Must be able to attend evening Board of Zoning Appeals, Planning Commission and/or County Council meetings as requested.

Special Certifications and Licenses:

Must meet State requirements for local government planning officials within one (1) year of hire. Must have and maintain a valid South Carolina's driver license with a safe driving record.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Planner. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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