

**CITY OF EASLEY, SOUTH CAROLINA
CLASSIFICATION DESCRIPTION
2023**

**CLASS TITLE: CITY PLANNER
CLASS GRADE: 18**

GENERAL DESCRIPTION OF CLASSIFICATION

The purpose of this classification is to plan, direct, and oversee the staff and operations of the Planning and Development department, to include comprehensive planning, transportation planning, land use regulations, plan review processes, building permitting and inspections, code enforcement, and business licensing and tax fee collections; and to perform other professional, administrative, and supervisory work as required. This classification plans, organizes, and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

ESSENTIAL TASKS

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class, as necessary.

Plans, organizes, and directs the programs and activities of the Planning Department, including comprehensive planning, transportation planning, land use regulations, plan review processes, building permitting and inspections, code enforcement, and business licensing; ensures department activities are in compliance with local, state, and federal laws, ordinances, rules, and regulations.

Supervises department staff: supervisory duties include scheduling; instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; approving employee discipline and discharge as appropriate; and provides adequate staff training opportunities.

Reviews the work of subordinates for completeness and accuracy: evaluates and makes recommendations as appropriate; and assists with complex/problem situations and provides technical expertise.

Provides direct technical and administrative advice and assistance to the City Administrator and City Council, as necessary. Provides technical and administrative guidance, support, and advice to City Administrator and City Council regarding planning, engineering, land use and zoning issues and amendments; compiles data and information; and prepares, submits, and presents related reports.

Develops and administers the department budget: determines budget outlays for operations, staffing, and equipment; monitors revenues and expenditures to ensure compliance with approved budget;

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prepares and/or approves financial and accounting records.

Develops, implements, and monitors department policies, procedures, and processes; and interprets, explains, and implements local, state, and federal laws and regulations.

Develops and prepares land use plans: researches and analyzes statistical, mapping, and tax data to determine past and current growth patterns; prepares reports detailing the same; updates plans to include changing conditions and ordinances, as needed.

Oversees and directs traffic, stormwater, and other engineering, construction and maintenance programs and projects: identifies and prioritizes projects; directs and provides technical review, evaluations and design functions for roads, rights of way, and related public engineering projects; monitors project funding, budgets, and reimbursements; and directs coordination of work activities with contractors, other City departments, government agencies, and public utilities.

Administers the City's zoning and development ordinances: interprets, enforces, and explains City zoning and development ordinances; and provides technical analyses and information regarding zoning, land use, subdivision regulations, business licensees, building permits and other planning and development related ordinances and issues.

Directs and participates in the receipt, review and analyzing of construction plans, architectural drawings, and site development submitted for permit to determine compliance with appropriate codes and ordinances, such as building codes, grading and erosion control, zoning and land use appropriateness, and related issues: reviews and analyzes code compliance; approves plans and issues permits or initiates any actions necessary to correct deviations or violations; and works with developers/engineers to modify plans for conformity.

Directs and participates in the provision of information and technical assistance concerning code requirements, including erosion and drainage: discusses problem areas and code violations with property owners, engineers, architects, contractors, and others; makes suggestions and recommends solutions to bring plans into compliance; and responds to questions or complaints concerning building codes or code violations.

Directs and participates in the interpretation, administration, and enforcement of provisions of applicable local, state, and federal land use and building codes: researches code-related issues, including code language, code commentaries, material safety and data information, new materials specifications, etc.; and initiates any actions necessary to correct deviations or violations.

Directs and participates in the conducting of site inspections: ensures construction activities comply with approved plans and applicable local, state, and federal codes and ordinances; issues violation notices; and prepares and maintains related documentation and files.

Ensures maintenance of all plans review and inspection activities: prepares, scans, submits, and files inspection reports, permits, building plans, and other relevant documents; and enters information into

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database.

Administers and coordinates the review of land use reports for rezoning and land use change applications; reviews and approves applications; ensures compliance with City ordinances and land use plans; and identifies non-compliance issues and needed changes and/or modifications.

Receives and responds to inquiries, concerns, complaints, and requests for assistance in reference to land use regulations, plan review processes, building permitting and inspections, code enforcement, and business licensing; provides information and answers questions; and resolves problems.

Meets with citizens to discuss and resolve problems associated with department operations, services, and projects.

Prepares a variety of studies, reports and related information for decision-making purposes and as required by the City and regulatory agencies.

Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, preparing spreadsheets, answering the telephone, etc.

Attends training, meetings, conferences, seminars, etc., as appropriate to enhance job knowledge and skills.

MINIMUM QUALIFICATIONS: Master's Degree in Civil Engineering, Urban Planning or a related field required; supplemented by seven (7) years of progressively responsible experience in civil engineering and urban or regional planning, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL LICENSES AND CERTIFICATIONS: Must possess and maintain Professional Engineer license; must possess and maintain valid South Carolina driver's license.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS:

DATA INVOLVEMENT: Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT: Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: Requires interpreting policy and establishing methods and procedures for acquiring, installing, testing, operating or repairing complex machinery or equipment that requires extended training and experience, such as trucks, heavy equipment, specialized machinery, etc., or the application of custom or commercial software or systems; responsible for public acquisitions and

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construction projects, including preparing specifications for contracts for goods and services.

COGNITIVE REQUIREMENTS:

REASONING REQUIREMENTS: Requires performing work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

MATHEMATICAL REQUIREMENTS: Requires using mathematics involving the practical application of fractions, percentages, ratios, and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane, and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS: Requires reading journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar, and style.

MENTAL REQUIREMENTS: Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS: The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet, or humid conditions, fumes and/or noxious odors, traffic, moving machinery, toxic/caustic chemicals, heights.

SENSORY REQUIREMENTS: The job requires normal visual acuity, depth perception, and field of vision, hearing and speaking abilities, color perception.

JUDGMENTS AND DECISIONS: Decision-making is almost the entire focus of the job, affecting most segments of the organization and the public; works in a highly dynamic environment; responsible for establishing goals, objectives, and policies.

The City of Easley is an Equal Opportunity Employer. The Americans with Disabilities Act requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.