



Town of Surfside Beach - Job Description

Job Title: Planning and Zoning Administrator
Department: Planning, Building & Zoning
Reports to: Town Administrator
Pay Grade / Salary Range: I / \$44,805 - \$63,623
FLSA Status: Exempt

Summary: Under general supervision, performs professional work including coordination of a variety of activities related to zoning, long range planning, and development within the Town.

Essential Duties and Responsibilities:

- Performs routine analysis and makes recommendations regarding zoning codes and development standards: researched state and local zoning information; analyzes current and historical data for proper use of properties; writes and submits zoning analysis and other zoning related documents; researches and drafts amendments to zoning ordinances and development codes; presents amendments and changes as directed.
- Provides information and technical assistance to citizens, property owners, land developers, contractors, architects and other individuals/agencies regarding planning/zoning issues, ordinance/code provisions, sign compliance, application procedures and related issues; provides applicants with summary and checklist information of application procedures, deadlines, and fees; discusses problem areas with property owners and contractors and recommends solutions to problems; responds to routine questions; and researches problems and initiates problem resolution.
- Maintains official zoning map for review and discussion; assists in updating GIS database for zoning maps and future land use map after approval of amendments by appropriate governing body.
- Communicates with Town Administrator, other employees and departments, state/federal agencies, and other individuals as needed to complete work activities, review status of work, exchange information, potential development, and resolve problems.
- Prepares for and attends meetings as required and/or requested; serves as staff liaison with Commissions and Boards.
- Serve as the development administrator to assist the planning commission; review and where appropriate, issue administrative approvals for minor subdivisions; receive and where appropriate, authorize the filing of subdivision plats; maintain records of all plats, applications, and resulting actions related to development; review, file, and forward to the commission the records and applications related to major subdivisions, appeals, design modifications, and all other matters requiring review and consideration; perform all other duties as assigned or delegated by the planning commission.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate or approved
- Reviews and determines whether proposed uses, development, variance, conditional use, and/or permit applications comply with codes, ordinances, and land use guidelines; recommends approval or denial of plans and plats.
- Prepares and updates long-range comprehensive plan; reviews and analyses State Legislation to determine consistency of local Comprehensive Plan policies and development regulations.
- Performs other related job duties as assigned.

Qualifications

- Bachelor's Degree in Planning, Geography or related field: supplemented by (5) years of experience in municipal planning, zoning administration, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certificates, Licenses, Registrations

- Must possess and maintain a valid South Carolina driver's license.

Language Skills

- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information
- Ability comprehend and communicate both oral and written instructions

Mathematical Skills

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

Reasoning Ability

- Ability to work effectively with the public, fellow employees, other agencies and departments
- Must have ability to exercise judgment within the limits of the position

Computer Skills

- Computer skills as needed, including Microsoft Office Suite, Internet, and e-mail

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.

- Light physical effort in sedentary to light work which may involve some lifting, carrying, pushing and/or pulling up to 10 pounds and use of tools or equipment
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to perceive and discriminate sounds, visual cues and signals

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.

- Indoor office conditions

Disclaimer: This job description is not an employment agreement or contract. The duties, skills, and requirements outlined in this document represent what is required to perform the essential job functions of this position; however, this document is not to be considered all-inclusive and may be amended at any time at the discretion of the Town Administrator.