



CITY OF SENECA
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Seneca, South Carolina 29678
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City Of Seneca – Position Description **PLANNING DIRECTOR**

GENERAL PURPOSE

Manages the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. Interprets and enforces adopted codes and related rules and regulations. Reports to the City Administrator. Supervises all department staff, either directly or through subordinate supervisors.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the planning, development, zoning, land use, economic development, housing, transportation, community facilities, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
- Supervises transit service and transit grants and is responsible for ensuring state and federal compliance.
- Supervises the process of annexation in accordance with state laws.
- Enforces the city's zoning ordinance.
- Supervises approvals of land uses, subdivision plats, boundary line adjustments, signs and land development proposals within scope of authority and responsibility.
- Coordinates responses to complaints of potential code violations relating to signs, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, clearing, grading, filling, or other code related matters and supervises monitoring for code violations.
- Coordinates field investigations of potential violations; gathers evidence; conducts surveys, questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
- Prepares and administers annual operating budget for department.

- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Provides staff support to the Planning Commission, Zoning Board of Appeals, Board of Architectural Review and Construction, Maintenance and Aesthetic Board of Adjustment as needed.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant applications. Performs research needed for grant application. Administers grants.
- Develops and maintains a data base of information for planning purposes.
- Responds to local citizens inquiring about city planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Negotiates, coordinates and manages planning consultant contracts.
- Provides information to persons requesting information or assistance in code enforcement related matters. May meet with owners, tenants, contractors, developers, businesses, etc. to review, explain and interpret code requirements and violations or potential violations; secures code compliance.
- Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.
- Reviews site plans to ensure compliance with all applicable standards.
- Performs research and presentations on various planning, zoning, and community development issues.
- Processes all requests for zoning changes and ensure that established procedures are followed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans and interprets policies and procedures for use of staff and the general public.
- Maintains harmony among workers and resolves grievances.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Places signs to designate changes in zoning, or land use within the city.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- Four (4) year's experience in municipal planning;
- Two (2) year's experience related to inspection, building inspection, land use, public administration or a related field, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.

- Extensive knowledge of land use planning programs and processes.
- Working knowledge of personal computers including word processing, database and GIS applications.
- Knowledge of code enforcement principles, practices, and methods as applicable to a municipal setting.
- Working knowledge of applicable laws, standards and regulations relating to various land use, nuisance, and public safety codes; and their location in pertinent manuals, books or other resources.
- Working knowledge of inspection techniques.
- Working knowledge of the community.
- Skill in the area of drafting and designing.
- Skill in the operation of the listed tools and equipment.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, lawyers, supervisors, employees, other departments, and the general public.
- Ability to establish and maintain effective working relationships.
- Ability to prepare, organize and maintain inspection field data, reports and systems.
- Ability to analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
- Ability to meet critical deadlines as required by state, federal or local laws.

SPECIAL REQUIREMENTS

Must have SC Driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and database software; motor vehicle; calculator; phone; other office equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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