



Planner II

PL/3

Planning

Salary Range: \$63,449.08 – \$79,997.17 – \$96,545.27

JOB SUMMARY

This position is responsible for professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of duties and responsibilities compared with an entry level Planner position.

MAJOR DUTIES

- Performs professional work related to a variety of planning assignments
- Reviews and processes a variety of development applications of moderate complexity including but not limited to site plans, subdivision plats, rezonings, and annexations.
- Assists in processing more complex applications such as comprehensive plan amendments and text amendments.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- Presents reports and other findings to staff, planning, zoning, and historic review boards and commissions, serves as a liaison
- Attends evening meetings as required
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of zoning code enforcement principles and practices.
- Knowledge of land use laws, rules and, ordinances.
- Knowledge of town and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of a variety of reports.
- Skill in the maintenance of files and records.

- Skill in public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Planning Director or designee assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Town of Fort Mill code of ordinances, relevant state laws, and department and town policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied planning duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to regulate land use and assist in planning for the future. Successful performance ensures development compliance with all relevant codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other town employees, architects, developers, attorneys, contractors, business owners, developers, engineers, surveyors, homeowners, and the general public.
- Contacts are typically to give or exchange information, resolve problems, justify matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field with two years of professional planning experience.
- Ability to obtain American Institute of Certified Planners (AICP) Certification within two years of starting is considered a plus.
- Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.